

# **ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS August 13, 2013 – BOARD AGENDA**

- 9:00 1) Patrick Wussow, County Administrator**  
**A) Closed Session Under MN Statute 13D.03 Subd. 1 (b) Labor Negotiations**

**10:00 Break**

- 10:10 2) J. Mark Wedel, County Board Chairperson**  
**A) Call to Order**  
**B) Pledge of Allegiance**  
**C) Board of Commissioners Meeting Procedure**  
**D) Approval of Agenda**  
**E) Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (3) minutes per person. The County Board generally will not engage in a discussion or debate in those three minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 3) Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) Correspondence File July 23, 2013 – August 12, 2013**  
**B) Approve 7/23/13 County Board Minutes**  
**C) Accept \$200 Donation to STS – Round Lake Cemetery Association**  
**D) Approve Public Auction of Vehicles – Sheriff's Dept.**  
**E) Approve July Manual Warrants**  
**F) Approve Commissioner Warrants**  
**G) Approve Resolution – OHV Safety Enforcement Grant**  
**H) Approve Safety Committee/Emergency Action Plan for Employees**  
**I) Approve Request for Road Easement on County Tax Forfeited Land**  
**J) Approve On, Off & Sunday Liquor License – Pine Inn**  
**K) Approve Out of State Travel request Emergency Management**  
**L) Approve Asphalt Quote for Recycling Center**

- 10:15 4) Lori Grams, Treasurer**  
**A) Second Quarter Investment Report**

**Note: 2 Page Agenda**



# **ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS July 9, 2013 – BOARD AGENDA**

**10:30 5) Ross Wagner, Economic Development & Forest Industry Coordinator  
A) Approve ATV Corridor Access Permit Request**

**10:45 6) Board Discussion  
Mark Wedel – Airport  
Laurie Westerlund – Onanegozie, Park Board  
Don Niemi – ARDC, Lakes & Pines  
Brian Napstad – Joint Powers Ditches, NCLUCB, NEMOJET  
Anne Marcotte – Economic Development**

**7) Committee Updates  
Upcoming Meetings:  
Lakes & Pines – August 19, 2013 Executive Committee  
Kinship of Aitkin County – August 20, 2013  
ARDC – August 15, 2013, Board meeting  
Snake River Watershed – August 26, 2013  
Committee Minutes:  
Forest Advisory – June 18, 2013**

**12:00 Adjourn**



Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 8-1-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Closed Session Under MN Statute 13D.03 Subd. 1 (b) Labor Negotiations

Requested Meeting Date: 8-13-13 Estimated Presentation Time: 1 hour

Presenter: Patrick Wussow, County Administrator

**Type of Action Requested** (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> For info only, no action requested  | <input type="checkbox"/> Approve under Consent Agenda                                   |
| <input type="checkbox"/> For discussion with possible action   | <input type="checkbox"/> Adopt Ordinance Revision                                       |
| <input type="checkbox"/> Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison) |   |
| <input type="checkbox"/> Approve/adopt proposal by motion  | <input type="checkbox"/> Approve/adopt proposal by resolution (attach draft resolution) |
| <input type="checkbox"/> Authorize filling vacant staff position   |   |
| <input type="checkbox"/> Request to schedule public hearing or sale  | <input type="checkbox"/> Other (please list) _____                                      |
| <input type="checkbox"/> Request by member of the public to be heard   |   |
| <input checked="" type="checkbox"/> Item should be addressed in closed session under MN Statute <u>13D.03 Subd. 1 (b) Labor Negotiations</u>                       |   |

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget? Yes \_\_\_\_\_ No \_\_\_\_\_ (attach explanation)
- What type of expenditure is this? ☐ Operating ☐ Capital ☐ Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. ☐ Yes ☐ No
- Applicable job description(s) may require revision. ☐ Yes ☐ No
- Item may impact a bargaining unit agreement or county work policy. ☐ Yes ☐ No
- Item may change the department's authorized staffing level. ☐ Yes ☐ No



**Supporting Attachment(s)**

- ☐ Memorandum Summary of Item
- ☐ Copy of applicable county policy and/or ordinance (excerpts acceptable)
- ☐ Copy of applicable state/federal statute/regulation (excerpts acceptable)
- ☐ Copy of applicable contract and/or agreement
- ☐ Original bid spec or quote request (excluding complex construction projects)
- ☐ Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- ☐ Bid/quote comparison worksheet
- ☐ Draft County Board resolution
- ☐ Plat approval check-list and supporting documents
- ☐ Copy of previous minutes related to this issue
- ☐ Other supporting document(s) (please list) \_\_\_\_\_

**Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.**



The Aitkin County Board of Commissioners met this 23<sup>rd</sup> day of July, 2013 at 9:01 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the July 23, 2013 agenda.

## AITKIN COUNTY HEALTH & HUMAN SERVICES BOARD MEETING MINUTES July 23, 2013

**CALL TO ORDER**

**APPROVED  
AGENDA**

**HEALTH &  
HUMAN  
SERVICES  
BOARD**

### **I. Attendance**

The Aitkin County Board of Commissioners met this 23<sup>rd</sup> day of July, 2013, at 9:01 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners Anne Marcotte, Brian Napstad, Don Niemi, and Laurie Westerlund; and others present included: County Administrator Patrick Wussow; H&HS Staff Members Eileen Foss, Income Maintenance Supervisor; Cynthia Bennett, Public Health Supervisor; Kathy Ryan, Fiscal Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Roberta Elvecrog, DAC & HHS Advisory; Brenda Butterfield, H&HS Staff Member; and Nanci Sauerbrei, Aitkin Independent Age.

### **II. Approval of Health & Human Services Board Agenda**

Motion by Commissioner Napstad, seconded by Commissioner Marcotte, and carried; the vote was to approve the Agenda as mailed/posted.

### **III. Review June 25, 2013 Health & Human Service Board Minutes**

Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried, the vote was to approve the June 25, 2013, Health & Human Services Board Minutes.

### **IV. Review Bills**

Motion by Commissioner Napstad, seconded by Commissioner Marcotte, and carried, the vote was to approve the Bills as presented this date.

### **V. Contracts/Service Agreements**

**A. Acceptance of Grant Award – Adoption & Foster Care Recruitment Grant – thru LexisNexus Accurint** — Kathy Ryan reminded the Board that this is a contract with LexisNexus that we have had in place for a year and just expired June 30<sup>th</sup>. It is used for tracking relatives for children in out-of-home placements. The grant pays for the computer program for us to use. It is a State Grant that is being renewed. Sue Tange is the only person licensed to access the information. Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried, the vote was to approve and authorize the Board Chair to sign the Acceptance of Grant Award – Adoption & Foster Care Recruitment Grant – thru LexisNexus Accurint.

### **VI. Administrative Reports:**

**A. Financial & Transportation Reports** – Kathy Ryan reviewed and responded to questions regarding the Financial and Transportation Reports.



## VII. Joint Powers Board Reports:

- A. **Tri-County Community Health Services Board (CHS)** – Minutes of the June 12<sup>th</sup> meeting was included in the agenda packet. Cynthia Bennett discussed several of the important topics discussed at the recent meeting which included the fact that MDH along with DHS will be hosting Healthcare Informational Conference Calls.

## VIII. Committee Reports from Commissioners

- A. **H&HS Advisory Committee** – Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Roberta Elvecrog discussed clarification from the last meeting that the committee has recently developed Task Forces but the committee has always been offered and given very educational presentations/information from the H&HS staff and felt the information was there for the members to use not only for themselves but to benefit the community in which they live. No meeting was held in July – No minutes to review.
- B. **AEOA / NEMOJT Committee Updates** – Commissioner Napstad noted there have been no meetings held since his last report and the next NEMOJT meeting is scheduled for August 16<sup>th</sup>.
- C. **CJI (Children's Justice Initiative)** – Commissioner Westerlund noted the CJI meeting would have been held on July 4<sup>th</sup> so they have not had a meeting.

**Next Meeting – August 27, 2013**

Break: 9:23 a.m. to 9:40 a.m.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: July 9, 2013 – July 22, 2013; B) Approve County Board Minutes: July 9, 2013; C) Approve Auditor Warrants – Tax Overpays: Taxes & Penalties \$238.35; D) Approve Auditor Warrants – June Sales & Use Tax: General Fund \$414.80, Road & Bridge \$1,775.77, Health & Human Services \$23.39, State \$7,306.50, Trust \$26.00, Forest Development \$79.92, Long Lake Conservation Center \$43.29, Parks \$122.71 for a total of \$9,792.38 ; E) Approve Resolution – Cancellation of Forfeiture; F) Schedule Closed Session for Labor Negotiations under MN Statute 13D.03, Subd. 1 (b) – August 13, 2013 from 9:00 a.m. to 10:00 a.m. in the County Boardroom; G) Approve Resolution – Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program; a) Approve Commissioner Warrants: General Fund \$114,848.82, Road & Bridge \$301,945.90, Special Revenue \$994.41, State \$4,451.00, Trust \$8,685.66, Forest Development \$18,461.01, Agency \$26,206.54, Long Lake Conservation Center \$4,398.99, Parks \$1,264.23 for a total of \$481,256.56

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Cancellation of Forfeiture:

**BE IT RESOLVED**, that the County Auditor application for cancelation of forfeiture for the Certification of Forfeiture dated August 8, 1997 and recorded in the office of the Aitkin County Recorder as Document #304109 on August 11, 1997 be approved as to the forfeiture of: .057 acres of Northeast Quarter of the Southeast Quarter (NE-SE) as in Document #163189

**HHS BOARD  
ADJOURNED**

**BREAK**

**REGULAR BOARD  
RECONVENED**

**CONSENT  
AGENDA**

**RESOLUTION  
072313-063  
CANCELLATION  
OF FORFEITURE**



# AITKIN COUNTY BOARD

July 23, 2013

Section Sixteen (16), Township Forty-eight (48) Range Twenty-two (22). The reason for the cancelation of the forfeiture is: this parcel was sold on a deed combining descriptions and the combination of parcels was missed when the forfeiture was being researched. Therefore this property was incorrectly forfeited.

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program:

July 1, 2013 - June 30, 2015

**WHEREAS**, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide assistance to low-income families and youth to prevent homelessness; and

**WHEREAS**, Lakes and Pines Community Action Council, Inc. has developed an application as an Administering Entity for the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance program; and

**WHEREAS**, Lakes and Pines Community Action Council, Inc. has demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program.

**NOW, THEREFORE BE IT RESOLVED**, that Lakes and Pines Community Action Council, Inc. is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program, in the County of Aitkin.

Bobbie Danielson, Human Resources Manager presented the Personnel Committee Recommendation to the Board.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried (4-1 Napstad nay), to approve creating and filling a new full-time Financial Worker position in Health and Human Services, and to authorize filling any subsequent vacancy if the Financial Worker position is filled internally.

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – 2014 Commissioner Salaries:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2014 County Commissioner's salary at \$28,644.00, and clarifying that Commissioners do not receive per diems.

Patrick Wussow, County Administrator reviewed the Second Quarter Revenues and Expenditures Report with the Board.

Patrick Wussow, County Administrator presented Facilities Committee recommendation to the Board.

**RESOLUTION  
072313-064  
MINNESOTA  
HOUSING  
FINANCE  
AGENCY'S  
FAMILY  
HOMELESS  
PREVENTION  
AND ASSISTANCE  
PROGRAM**

**PERSONNEL  
COMMITTEE**

**FT FINANCIAL  
WORKER –  
HEALTH &  
HUMAN  
SERVICES**

**RESOLUTION  
072313-065  
2014  
COMMISSIONER  
SALARIES**

**SECOND  
QUARTER  
REVENUES &  
EXPENDITURES**

**FACILITIES  
COMMITTEE**



Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve replacing the 34-year-old Courthouse chiller. Projected costs are: Gravelle Plumbing & Heating \$39,467.00, Honeywell (new controls upgrade) \$10,500.00, and an estimated \$1,500.00 for electrician. These expenses will come out of reserves.

**REPLACE  
COURTHOUSE  
CHILLER**

The Board reported on the following:

**BOARD  
DISCUSSION**

Commissioner Brian Napstad

- **MHB** – Established a subcommittee to discuss hiring an executive director. Pam Kichler will contact the Aitkin County Administrator with information for advertising for the executive director position.
- **MHB Subcommittee** – Will make recommendation to the Board for hiring an executive director.
- **Joint Powers Natural Resource Board** – Attended July 22<sup>nd</sup>. Discussed ditches. There is a subcommittee meeting in Thief River Falls on July 31<sup>st</sup>.

Commissioner Don Niemi

- **Lakes & Pines** – Met on July 15<sup>th</sup>. Working on Personnel policies.
- **Snake River Watershed** – Discussed mapping of red areas.
- **ARDC** – Met at Minnesota National. Projected Aitkin County increase to be \$1,011 for ARDC in 2014.
- **Fair** – Worked the gate. Discussed admission fees.

Commissioner Anne Marcotte

- **Fair** – Attended Saturday night.
- **4<sup>th</sup> of July** – The Hill City celebration was a success.

Commissioner Laurie Westerlund

- **Mille Lacs Watershed** – Met on July 15<sup>th</sup> at Hazelton Twp.
- **CMCC** – Reported with Commissioner Wedel.
- **HRA** – Did not meet July 22<sup>nd</sup>. Will meet July 29<sup>th</sup>.
- **DAC** – Met July 18<sup>th</sup> in McGregor.
- **Fair** – Worked the front gate.

Commissioner J. Mark Wedel

- **CMCC** – Tentative agreements have been reached.
- **Airport** – Tower is done. Aitkin Aviation had a record number attend the Fly In Breakfast and Car Show.
- **LMC** – Not much accomplished.



# AITKIN COUNTY BOARD

July 23, 2013

- **Sobriety Court** – EJA grant was extended until March 2014.
- **Kinship** – Is in a transitional mode and reevaluating priorities.
- **Aitkin County Water Planning Task Force** – Discussion of Fifth Generation Water Plan.

Patrick Wussow, County Administrator shared an invitation with the Board to attend an Information Session on the Revised State Mineral Lease Process on August 21, 2013 in McGregor. This event is hosted by the Minnesota Department of Natural Resources.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to adjourn the meeting at 11:50 a.m. until Tuesday, August 13, 2013 at 9:00 a.m.

**STATE MINERAL  
LEASE PROCESS**

**ADJOURN**

\_\_\_\_\_  
J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

\_\_\_\_\_  
Patrick Wussow, County Administrator



**3C**  
Agenda Item #

Date: 07/19/13

From: Sheriff Scott Turner

Title of Item: STS Donation

Requested Meeting Date: 08/13/2013 Est. Presentation Time:     

Presenter: Sheriff Scott Turner

**Type of Action Requested** (check all that apply)

- ☐ For info only, no action requested      ☐ Approve under Routine Business  
☐ For discussion only with possible future action      ☐ Adopt Ordinance Revision  
☐ Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)  
☐ Approve/adopt proposal by motion      ☐ Approve/adopt proposal by resolution (attach draft resolution)  
☐ Authorize filling vacant staff position  
☐ Request to schedule public hearing or sale      ☒ Other (please list)      **Consent Agenda**  
☐ Request by member of the public to be heard  
☐ Item should be addressed in closed session under MN Statute \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget? \_\_\_\_ Yes \_\_\_\_ No (attach explanation)
- What type of expenditure is this? \_\_\_\_\_ Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. ☐ Yes ☐ No  
 Applicable job description(s) may require revision. ☐ Yes ☐ No  
 Item may impact a bargaining unit agreement or county work policy. ☐ Yes ☐ No  
 Item may change the department's authorized staffing level. ☐ Yes ☐ No

HR Review

**Supporting Attachment(s)**

- X   Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list)

**Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 8:00am to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)**



**SCOTT A. TURNER**  
**SHERIFF OF AITKIN COUNTY**

217 Second Street NW, Room 185  
Aitkin, MN 56431

218-927-7435 Emergency 911  
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887  
TOLL FREE 1-888-900-2138

**MEMO**

TO: Board of Commissioners      DATE: July 19, 2013  
FROM: Sheriff Scott Turner      RE: STS Donation

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Round Lake Cemetery Association has made a generous donation of \$200 to the Aitkin County STS program.



## 3 D

Agenda Item #

Date: 07/18/2013

**Via:**

From: Sheriff Scott Turner

Title of Item: Public Auction of Vehicles

Requested Meeting Date: 08/13/13 Est. Presentation Time:       

Presenter: Sheriff Scott Turner

**Type of Action Requested** (check all that apply)

- ☐ For info only, no action requested      ☐ Approve under Routine Business  
☐ For discussion only with possible future action      ☐ Adopt Ordinance Revision  
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☐ Approve/adopt proposal by motion      ☐ Approve/adopt proposal by resolution (attach draft resolution)  
☐ Authorize filling vacant staff position  
☐ Request to schedule public hearing or sale      ☒ Other (please list)      **CONSENT AGENDA**  
☐ Request by member of the public to be heard  
☐ Item should be addressed in closed session under MN Statute \_\_\_\_\_

**Fiscal Impact** (check all that apply)

Is this item in the current approved budget? ☐ N/A ☐ No (attach explanation)

What type of expenditure is this? \_\_\_\_\_ Other (attach explanation)

Revenue line account # that funds this item is: \_\_\_\_\_

Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

Duties of a department employee(s) may be materially affected. ☐ Yes ☐ No

Applicable job description(s) may require revision. ☐ Yes ☐ No

Item may impact a bargaining unit agreement or county work policy. ☐ Yes ☐ No

Item may change the department's authorized staffing level. \_\_\_\_ Yes \_\_\_\_ No

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HR Review

### **Supporting Attachment(s)**

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TOLL FREE 1-888-900-2138

**MEMO**

TO: Board of Commissioners      DATE: July 18, 2013  
FROM: Undersheriff John Drahota      RE: Public Auction of Vehicles

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I am requesting approval to offer at public auction the following vehicles seized under DWI forfeiture:

- 2005 Yamaha YXR66FAHT ATV
- 1997 Dodge Van (95,274 miles)
- 1999 Pontiac Grand Am (272,516 miles)
- 2007 Pontiac G6 (75,006 miles)
- 1996 Saturn SL1 (261,762 miles)
- 1995 Toyota Avalon (unknown miles)

The vehicles will be auctioned in the same manner as in previous years – they will be placed on the web site [www.minnbid.org](http://www.minnbid.org) .

I am available if you have any questions concerning this matter. Thank you.



DKB1  
08/01/2013

1:45PM

# Aitkin County

## WARRANT REGISTER



Page 1

July Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
899	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant #	899	Total			
			89,734.13	State General Tax	09-000-000-0000-2058		
			89,734.13	Date 7/2/13			
900	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant #	900	Total			
			2,645.73	CLAIMS	01-044-904-0000-6360		
						6/24/13	6/28/13
			2,645.73	Date 7/3/13			
901	5462	Bremer Bank (Elan ACH)  ELAN ACH AITKIN, MN 56431					
			31.80	digital classroom & Reference	01-049-000-0000-6208		
			383.78	Dreamweaver CS6	01-049-000-0000-6402		
			67.32	SHIP- HFSO- SUPPLIES	05-400-450-0451-6405		
			67.32	SHIP- HFSO- SUPPLIES	05-400-450-0451-6405		
			146.88	SHIP- HFSO- SUPPLIES	05-400-450-0451-6405		
			153.00	SHIP- HFSO- SUPPLIES	05-400-450-0451-6405		
			36.72	SHIP- HFSO- SUPPLIES	05-400-450-0451-6405		
			36.72	SHIP- HFSO- SUPPLIES	05-400-450-0451-6405		
			179.47	Hotel- MN Age Odyssey	05-430-700-4800-6330		
			27.60	60 stamps	19-521-000-0000-6205		
			131.40	LLCC.org web hosting	19-521-000-0000-6230		
			440.00	unauth.charge- credit coming	19-521-000-0000-6231		
			124.51	10 compasses for resale	19-521-000-0000-6400		
			103.65	159 photo folders for resale	19-521-000-0000-6400		
			320.30	1 Suunto Instruction kit	19-522-000-0000-6416		
			30.00	critter food	19-522-000-0000-6416		
			26.41	lawn tractor parts	19-524-000-0000-6302		
			224.00	door closer	19-524-000-0000-6590		
			67.97	meals- MN Age Odyssey	05-430-700-4800-6330	4 employees	
						6/17/13	6/18/13
			37.20	Gas- Co. Car (Austin)	05-430-700-4800-6330	6/24/13	
			6.99	wall clips for fabric panels	01-122-000-0000-6405	Amazon	
			3.99	1 box mini clips	01-122-000-0000-6405	Amazon	
			113.96	glucose test strips	01-252-000-0000-6262	Amazon	



DKB1  
08/01/2013

1:45PM

# Aitkin County

## WARRANT REGISTER



Page 2

### Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			54.04	safety lancets	01- 252- 000- 0000- 6262	Amazon	
			9.63	Rubbermaid pocket wall file	01- 391- 000- 0000- 6405	Amazon	
			24.25	toner cartridge for Canon	01- 391- 000- 0000- 6405	Amazon	
			14.17	flags for education	19- 522- 000- 0000- 6416	Amazon	
			8.28	flags for education	19- 522- 000- 0000- 6416	Amazon	
			68.72	Commissary Supplies	01- 252- 252- 0000- 6405	Dollar Tree	
			3.42	HP4000 Roller Maint. Kit	05- 400- 440- 0410- 6405	Forestrysuppli	
			8.66	HP4000 Roller Maint. Kit	05- 420- 600- 4800- 6405	Forestrysuppli	
			10.72	HP4000 Roller Maint. Kit	05- 430- 700- 4800- 6405	Forestrysuppli	
			434.95	Mike Powers Equipment	11- 925- 000- 0000- 6406	Forestrysuppli	
			339.95	First Aid Kits for vehicles	11- 925- 000- 0000- 6406	Forestrysuppli	
			116.88	20 LLCC signs	19- 521- 000- 0000- 6405	Glen's sign	
			50.00	gas for van	19- 524- 000- 0000- 6511	HolidayMcgrego	
			73.74	Hotel- AMC spring meeting	01- 001- 000- 0000- 6332	Napstad	
						6/13/13	6/14/13
			34.61	water testing supplies	01- 391- 000- 0000- 6405	RecSupply	
			100.12	inmate washing mach.parts	01- 252- 000- 0000- 6590	rpr.clinic.com	
			39.93	SHIP- 'AT' transaislerunners	05- 400- 450- 0451- 6405	Shindigz	
			21.36	haircut kit	01- 252- 000- 0000- 6405	Shopko	
			21.27	reading glasses	01- 252- 252- 0000- 6405	uncl.freight	
			498.20	prestamped envelopes	01- 252- 252- 0000- 6405	USPS	
			44.83	OTC meds	01- 252- 000- 0000- 6262	Walmart	
			88.22	groceries	01- 252- 000- 0000- 6418	Walmart	
			15.42	Commissary Supplies	01- 252- 252- 0000- 6405	Walmart	
			63.06	Hotel- AMC spring meeting	01- 001- 000- 0000- 6332	Westerlund	
						6/13/13	6/13/13
	Warrant #	901	Total	4,905.42	Date 7/5/13		
902	8410 Bremer Bank						
	101 MINNESOTA AVENUE NORTH						
	AITKIN, MN 56431						
	Warrant #	902	Total	320.76	07- 0- 074402 NSF per 2	13- 943- 000- 0000- 2001	Johnson
				320.76	Date 7/10/13		
903	8410 Bremer Bank						
	101 MINNESOTA AVENUE NORTH						
	AITKIN, MN 56431						
			807.12	CLAIMS	01- 044- 904- 0000- 6360		
						7/1/13	7/2/13



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## WARRANT REGISTER



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### Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
	<u>Warrant #</u>		<u>Total</u>		<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			903	807.12	Date 7/10/13			
904	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431		82.06	Credit card fee	19- 522- 000- 0000- 6217		
			904	82.06	Date 7/10/13			
905	780	Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431		509.17	June Deed Tax	09- 000- 000- 0000- 2025		
			905	1,192.80	June Mortgage Registry	09- 000- 000- 0000- 2026		
				1,701.97	Date 7/15/13			
906	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431		3,066.00	CLAIMS	01- 044- 904- 0000- 6360		
			906	3,066.00	Date 7/17/13		7/8/13	7/12/13
907	5462	Bremer Bank (Elan ACH)  ELAN ACH AITKIN, MN 56431		25.34	HTML5 digt.classroom bk	01- 049- 000- 0000- 6208		
				21.63	Web Design Book	01- 049- 000- 0000- 6208		
				25.00	monthly iPad date plan	01- 049- 000- 0000- 6231		
				37.28	(4) Orange Hard Hats	01- 122- 000- 0000- 6405		
				46.00	stamps	01- 252- 252- 0000- 6405		
				15.75	Flashlight Blacklight- LED	01- 390- 000- 0000- 6405		
				39.96	Digital Thermometer	01- 390- 000- 0000- 6405		
				57.80	LM- 81LX Light Meter	01- 390- 000- 0000- 6405		
				44.32	(3) 2 column acct books	05- 400- 440- 0410- 6405		
				39.32	SHIP- AT- Hotel & Meal	05- 400- 450- 0451- 6330		
							6/27/13	6/28/13
				39.33	SHIP- SRTS- Hotel & Meal	05- 400- 450- 0451- 6330		
							6/27/13	6/28/13
				39.33	SHIP- HSFO- Hotel & Meal	05- 400- 450- 0451- 6330		
							6/27/13	6/28/13
				54.00	Stamps	19- 521- 000- 0000- 6205		



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## WARRANT REGISTER



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### Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u> <u>OBO#</u>	<u>Account Number</u> <u>On- Behalf- of- Name</u>	<u>Invoice #</u> <u>From Date</u>	<u>PO #</u> <u>To Date</u>
			440.00	- cr.for prior unauth.charge	19- 521- 000- 0000- 6231		
			30.00	Critter food	19- 522- 000- 0000- 6416		
			50.00	foodsaferecert- C.Hagen	19- 523- 000- 0000- 6208		
			42.91	IMMUN- BATTERIES	05- 400- 400- 0402- 6405	batteriesplus	
			49.75	25 camp photos for resale	19- 521- 000- 0000- 6400	CVS	
			26.75	maintenance supplies	19- 524- 000- 0000- 6302	Fleet Farm	
			19.37	maintenance supplies	19- 524- 000- 0000- 6422	Fleet Farm	
			14.40	phone batteries	11- 924- 000- 0000- 6590	JacksonDigital	
			122.88	Uhaul Rental SA#50323952	05- 430- 710- 3080- 6020	lightning moto	
			1,100.00	cash counter machine- RBC7100	01- 042- 000- 0000- 6405	returned	
			46.05	OTC Meds	01- 252- 000- 0000- 6262	Walmart	
			21.66	groceries	01- 252- 000- 0000- 6418	Walmart	
	Warrant #	907	Total	1,568.83	Date 7/18/13		
908	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431		1,003.89	CLAIMS	01- 044- 904- 0000- 6360	
	Warrant #	908	Total	1,003.89	Date 7/24/13	7/15/13	7/19/13
909	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431		24.00	NSF check	21- 520- 000- 0000- 5510	
	Warrant #	909	Total	24.00	Date 7/29/13		
910	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431		2,120.94	CLAIMS	01- 044- 904- 0000- 6360	
	Warrant #	910	Total	2,120.94	Date 7/31/13	7/22/13	7/26/13
44436	9026	MII Life/Select Account P.O. BOX 64193  SAINT PAUL, MN 55164- 0193		303.78	July participant fees	01- 044- 904- 0000- 6231	941053
	Warrant #	44436	Total	303.78	Date 7/10/13		
44437	5748	Purchase Power					



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		PO BOX 371874 PITTSBURGH, PA 15250					
		Warrant # 44437	Total	5,000.00 Postage 5,000.00 Date 7/16/13	01- 044- 048- 0000- 6205		
44438	9208	Dallco, Inc PO BOX 38 FINLAYSON, MN 55735					
		Warrant # 44438	Total	73,357.05 Partial Payment 73,357.05 Date 7/16/13	03- 307- 000- 0000- 6262	001- 604- 010	
44439	12708	Crow Wing County Fair c/o Marge Hillman PO Box 169 Brainerd, MN 56401- 0169					
		Warrant # 44439	Total	200.00 2013 Fair exhibit space 200.00 Date 7/17/13	19- 521- 000- 0000- 6230		
44440	12282	Dechantal Excavating, LLC 12209 State Highway 18  Brainerd, MN 56401					
		Warrant # 44440	Total	5,180.20 Partial Payment 5,180.20 Date 7/18/13	03- 307- 000- 0000- 6262	20129	
44441	12150	Eagle Construction Inc. 515 9th Avenue NW  Little Falls, MN 56345					
		Warrant # 44441	Total	6,784.33 Partial Payment 6,784.33 Date 7/18/13	03- 307- 000- 0000- 6262	001- 090- 002	
44442	6160	MII - Veba ATTN: VEBA ADMINISTRATION PO BOX 64193 ST. PAUL, MN 55164- 0193					
		Warrant # 44442	Total	500.00 3rd Q Darlene Johanson 500.00 Date 7/24/13	05- 420- 600- 4800- 6149		
44443	12719	United States Treasury Department of the Treasury Internal Revenue Service Cincinnati, OH 45999					
				195.00 720 Quarterly Excise Tax	01- 044- 000- 0000- 6231		



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## WARRANT REGISTER



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### Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u> <u>OBO#</u>	<u>Account Number</u> <u>On- Behalf- of- Name</u>	<u>Invoice #</u> <u>From Date</u>	<u>PO #</u> <u>To Date</u>
		Warrant # 44443	Total	195.00	Date 7/24/13			
44444	12720	Gulbranson/Jason 6021 144th Lane NW Ramsey, MN 55303						
		Warrant # 44444	Total	14.00	35- 1- 072800 adj. per 2 Date 7/29/13	13- 943- 000- 0000- 2001	Gulbranson	
44445	12721	Galarneault/John 1640 Spring Valley Rd. Minneapolis, MN 55422						
		Warrant # 44445	Total	27.00	23- 0- 060400 adj. per 2 Date 7/29/13	13- 943- 000- 0000- 2001	Galarneault	
44446	12722	Kostreba/Patricia 2450 Little Red Sand Drive Pillager, MN 56473						
		Warrant # 44446	Total	50.00	26- 0- 043202 adj. per 2	13- 943- 000- 0000- 2001	Kostreba	
				48.00	26- 0- 043202 adj. per 2	13- 943- 000- 0000- 2004	Kostreba	
				44.00	26- 0- 043202 adj. per 2	13- 943- 000- 0000- 2004	Kostreba	
		Warrant # 44446	Total	142.00	Date 7/29/13			
44447	8499	R.C. Habeck Excavating, LLC 3714 HWY 27 Wahkon, MN 56386						
		Warrant # 44447	Total	23,107.84	Partial Payment Date 7/29/13	03- 307- 000- 0000- 6262	001632004	
44448	4867	Tri- City Paving Inc BOX 326 LITTLE FALLS, MN 56345						
		Warrant # 44448	Total	14,748.75	Partial Payment Date 7/30/13	03- 307- 000- 0000- 6262	01- 60- 02	
55306	4399	Sell Hardware Inc 117 S 27TH AVE W DULUTH, MN 55806- 1892						
		Warrant # 55306	Total	12.10	- duplicate payment Date 7/24/13	01- 252- 000- 0000- 6409	2078092	



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WARRANT REGISTER



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Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
		Final Total..	237,528.70	99	Transactions		



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Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	18,224.82	General Fund
3	123,178.17	Road & Bridge
5	1,683.42	Health & Human Services
9	91,436.10	State
11	789.30	Forest Development
13	503.76	Taxes & Penalties
19	1,689.13	Long Lake Conservation Center
21	24.00	Parks
	237,528.70	TOTAL



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# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Print List in Order By: 2 1 - Fund (Page Break by Fund) Page Break By: 1 1 - Page Break by Fund  
2 - Department (Totals by Dept) 2 - Page Break by Dept  
3 - Vendor Number  
4 - Vendor Name

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

Type of Audit List: D D - Detailed Audit List  
S - Condensed Audit List

Save Report Options?: N



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## Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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	<u>Vendor</u>	<u>Name</u>		<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No.</u>	<u>Account/Formula</u>		<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
1	DEPT					Commissioners		
	9560	Wedel/Mark						
		01-001-000-0000-6330			216.96	Jan-July mileage	384@.565	Transportation & Travel & Parking
	9560	Wedel/Mark			216.96	1 Transactions		
1	DEPT Total:				216.96	Commissioners	1 Vendors	1 Transactions
40	DEPT					Auditor		
	86222	Aitkin Independent Age						
		01-040-021-0000-6230			40.00	Serv/Dir	1014	Printing, Publishing & Adv
	86222	Aitkin Independent Age			40.00	1 Transactions		
	2214	Holder/Maryann						
		01-040-021-0000-6301			750.00	September Rent		Rentals
	2214	Holder/Maryann			750.00	1 Transactions		
	4233	S & T Office Products Inc						
		01-040-000-0000-6405			4.96	(1) 2-pck correction tape	01PX4175	Office & Computer Supplies
	4233	S & T Office Products Inc			4.96	1 Transactions		
	86235	The Office Shop Inc						
		01-040-021-0000-6405			14.46	clips, clasp envelopes	266740-0	Office & Computer Supplies
		01-040-000-0000-6231			103.03	monthly maint.contract IR5000	266818-0	Services, Labor, Contracts
	86235	The Office Shop Inc			117.49	2 Transactions		
40	DEPT Total:				912.45	Auditor	4 Vendors	5 Transactions
42	DEPT					Treasurer		
	9878	Hughes/Julie						
		01-042-000-0000-6332			78.31	Hotel/MCIS meeting		Hotel / Motel Lodging
						07/11/2013 07/12/2013		
		01-042-000-0000-6340			35.52	Meals/MCIS meeting		Meals (Overnight)
						07/11/2013 07/12/2013		
		01-042-000-0000-6405			3.30	Postage address correction		Office & Computer Supplies
		01-042-000-0000-6405			7.35	Shopko batteries		Office & Computer Supplies
		01-042-000-0000-6330			181.35	Mileage-MCIS Meeting	390@.465	Transportation & Travel
	9878	Hughes/Julie			305.83	5 Transactions		



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt				
No.	Account/Formula	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description
				Service Dates	Paid On Bhf #	On Behalf of Name
10878	Sew Much & More					
	01-042-000-0000-6205		26.24	UPS postage	331457	Postage
10878	Sew Much & More		26.24	1 Transactions		
42	DEPT Total:		332.07	Treasurer	2 Vendors	6 Transactions
43	DEPT			Assessor		
10452	AT&T Mobility					
	01-043-000-0000-6250		214.91	monthly wireless	287250162187	Telephone
				06/18/2013 07/17/2013		
10452	AT&T Mobility		214.91	1 Transactions		
88880	Datacomm Computers & Networks Inc					
	01-043-000-0000-6625		945.84	computer system D.Moore	6863	Office Equipment
88880	Datacomm Computers & Networks Inc		945.84	1 Transactions		
1570	Erickson Oil Products Inc					
	01-043-000-0000-6511		675.22	July fuel	11347	Gas And Oil
1570	Erickson Oil Products Inc		675.22	1 Transactions		
2340	Hyytinen Hardware Hank					
	01-043-000-0000-6405		14.30	bug spray	1118799	Office, Film & Computer Supplies
2340	Hyytinen Hardware Hank		14.30	1 Transactions		
12328	Ramsland & Vigen, Inc.					
	01-043-000-0000-6232		94.20	Blandin Tax Appeal Services		Attorney Services
12328	Ramsland & Vigen, Inc.		94.20	1 Transactions		
86235	The Office Shop Inc					
	01-043-000-0000-6405		9.61	envelopes	266756-0	Office, Film & Computer Supplies
	01-043-000-0000-6405		327.65	Toner/File cabinet frame	940950-0	Office, Film & Computer Supplies
	01-043-000-0000-6405		9.18	file drawer frame	941107-0	Office, Film & Computer Supplies
86235	The Office Shop Inc		346.44	3 Transactions		
6128	Tire Barn					
	01-043-000-0000-6511		41.21	oil change-2004 Escape	24790	Gas And Oil
6128	Tire Barn		41.21	1 Transactions		



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
43	DEPT Total:		2,332.12	Assessor	7 Vendors	9 Transactions
44	DEPT			Central Services		
	1010 City Of Aitkin					
	01-044-100-0000-6800		6,737.50	Cnty Mkt tax abatement		Tax Abatements
	1010 City Of Aitkin		6,737.50	1 Transactions		
	86235 The Office Shop Inc					
	01-044-000-0000-6405		2,388.87	80 cases paper @27.94	941448-0	Office & Computer Supplies
	86235 The Office Shop Inc		2,388.87	1 Transactions		
44	DEPT Total:		9,126.37	Central Services	2 Vendors	2 Transactions
45	DEPT			Motor Pool		
	6128 Tire Barn					
	01-045-000-0000-6302		15.00	tire repair-#60 town & Country	12439	Car Maintenance
	01-045-000-0000-6302		57.49	oil change,rotate #2 Cobalt	24573	Car Maintenance
	01-045-000-0000-6302		41.21	oil change-#1 Ford 500	24731	Car Maintenance
	01-045-000-0000-6302		707.78	cntrl arms w/ b joint/align#1	24855	Car Maintenance
	6128 Tire Barn		821.48	4 Transactions		
45	DEPT Total:		821.48	Motor Pool	1 Vendors	4 Transactions
49	DEPT			Information Technologies		
	4233 S & T Office Products Inc					
	01-049-000-0000-6405		43.54	office supplies	01PW5844	Office Supplies (Non Computer)
	4233 S & T Office Products Inc		43.54	1 Transactions		
49	DEPT Total:		43.54	Information Technologies	1 Vendors	1 Transactions
52	DEPT			Administration/Personnel Dept		
	2946 Madden Galanter Hansen,LLP					
	01-052-000-0000-6232		0.09	cost-LD phone call		Attorney Services
	01-052-000-0000-6232		75.00	Arbitration & Admin hearings	.6@125	Attorney Services
				06/01/2013 06/30/2013		
	01-052-000-0000-6232		1,488.00	labor relation services	12.4@120	Attorney Services
				06/01/2013 06/30/2013		
	01-052-000-0000-6232		135.60	cost-mileage	240@.565	Attorney Services



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# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
2946	Madden Galanter Hansen,LLP		4 Transactions		
12048	McDowell Agency, Inc./The				
	01-052-000-0000-6234	57.00	Background screenings	44606	Background Check Fee
12048	McDowell Agency, Inc./The	57.00	1 Transactions		
52	DEPT Total:	1,755.69	Administration/Personnel Dept	2 Vendors	5 Transactions
60	DEPT		Elections		
1601	Election Systems & Software Inc				
	01-060-000-0000-6231	233.63	Useage agreement & Support	858612	Services, Labor, Contracts
			11/01/2013 10/31/2014		
1601	Election Systems & Software Inc	233.63	1 Transactions		
60	DEPT Total:	233.63	Elections	1 Vendors	1 Transactions
90	DEPT		Attorney		
1180	Crow Wing Co Sheriff's Office				
	01-090-000-0000-6234	75.00	Subpoena Mackay	77079	Co Sheriff Services
1180	Crow Wing Co Sheriff's Office	75.00	1 Transactions		
2140	Hennepin County Sheriff's Office				
	01-090-000-0000-6234	70.00	Subpoena 01CR1210131	55849	Co Sheriff Services
2140	Hennepin County Sheriff's Office	70.00	1 Transactions		
3578	Skaj/Karen				
	01-090-000-0000-6233	120.00	transcription-01PR-13-528	2013-11	Court Reporter Services
3578	Skaj/Karen	120.00	1 Transactions		
86235	The Office Shop Inc				
	01-090-000-0000-6625	455.55	maintenance contract	266817-0	Office Equipment
	01-090-000-0000-6625	239.13	maintenance contract	266817-0	Office Equipment
	01-090-000-0000-6405	87.08	MMM flags, AVE labels	941478-0	Office & Computer Supplies
86235	The Office Shop Inc	781.76	3 Transactions		
90	DEPT Total:	1,046.76	Attorney	4 Vendors	6 Transactions
100	DEPT		Recorder		



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## Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
10930	Tidholm Productions				
	01-100-000-0000-6230	80.42	rejection statements	6509 4450	Printing, Publishing & Adv
10930	Tidholm Productions	80.42	1 Transactions		
100	DEPT Total:	80.42	Recorder	1 Vendors	1 Transactions
110	DEPT		Courthouse Maintenance		
8239	Ameripride Linen & Apparel Services				
	01-110-000-0000-6422	46.57	tissue,towels,soap,mop/tool	2200399453	Janitorial Supplies
	01-110-000-0000-6422	46.57	tissue,towels,soap,mop/tool	2200404340	Janitorial Supplies
8239	Ameripride Linen & Apparel Services	93.14	2 Transactions		
10083	Cedarbrook Lumber Comp				
	01-110-000-0000-6590	33.12	Trowel Finishing 1	54161	Repair & Maintenance
10083	Cedarbrook Lumber Comp	33.12	1 Transactions		
1491	Dutch's Electric, Inc				
	01-110-000-0000-6231	59.39	change ballast-court admin	20963	Services, Labor, Contracts
1491	Dutch's Electric, Inc	59.39	1 Transactions		
2340	Hyytinen Hardware Hank				
	01-110-000-0000-6422	4.23	keys, Single cut	1116570	Janitorial Supplies
	01-110-000-0000-6422	10.09	keys, Single cut & trim line	1117135	Janitorial Supplies
	01-110-000-0000-6422	10.68	Bug Max pest control	1119819	Janitorial Supplies
	01-110-000-0000-6422	10.88	3/4close nipples,1/2 Bll Gs Lv	1122444	Janitorial Supplies
	01-110-000-0000-6422	18.03	vent brush,key ring,bits	1122599	Janitorial Supplies
	01-110-000-0000-6422	20.26	drill pump,clinch hose cplg f	1122731	Janitorial Supplies
	01-110-000-0000-6422	32.05	Roundup G/w Killer	1122881	Janitorial Supplies
	01-110-000-0000-6422	17.08	nozzles Twist Brass	1122997	Janitorial Supplies
	01-110-000-0000-6422	5.87	safety glasses	1124169	Janitorial Supplies
2340	Hyytinen Hardware Hank	129.17	9 Transactions		
9692	Minnesota Energy Resources Corporation				
	01-110-000-0000-6254	37.41	Gas-Courthouse	4323328-7	Utilities & Heating
	01-110-000-0000-6254	15.50	Gas-LA Tool Building	4911601-5	Utilities & Heating
9692	Minnesota Energy Resources Corporation	52.91	2 Transactions		
4070	Riley Auto Supply				
	01-110-000-0000-6590	21.37	7 pc. Nut Driver	538076	Repair & Maintenance



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01-110-000-0000-6590		Powerated belt	538563	Repair & Maintenance
4070	Riley Auto Supply		2 Transactions		
110	DEPT Total:	409.83	Courthouse Maintenance	6 Vendors	17 Transactions
120	DEPT		Service Officer		
2448	Janzen/Carroll Mark		Drive Van	Mpls	Per Diem
	01-120-000-0000-6350	50.00	07/21/2013 07/21/2013		
2448	Janzen/Carroll Mark	50.00	1 Transactions		
3093	Jones/Stamley Carter		Drive Van	St Cloud	Per Diem
	01-120-000-0000-6350	50.00	07/09/2013 07/09/2013		
3093	Jones/Stamley Carter	50.00	1 Transactions		
5767	Lamke/Dennis		Drive Van	St Cloud	Per Diem
	01-120-000-0000-6350	50.00	07/17/2013 07/17/2013		
5767	Lamke/Dennis	50.00	1 Transactions		
10234	Miller/Conrad		Drive Van	Mpls	Per Diem
	01-120-000-0000-6350	50.00	07/26/2013 07/26/2013		
10234	Miller/Conrad	50.00	1 Transactions		
3912	Peterson/Richard		Drive Van	Mpls	Per Diem
	01-120-000-0000-6350	50.00	07/18/2013 07/18/2013		
3912	Peterson/Richard	50.00	1 Transactions		
11362	Roscoe/Bernie		Parking	Mpls	Transportation & Travel
	01-120-000-0000-6330	5.00	07/02/2013 07/02/2013		
	01-120-000-0000-6350	50.00	Drive Van	Mpls.	Per Diem
	01-120-000-0000-6350	50.00	07/02/2013 07/02/2013		
	01-120-000-0000-6350	50.00	Drive Van	St Cloud	Per Diem
	01-120-000-0000-6350	50.00	07/19/2013 07/19/2013		
	01-120-000-0000-6350	50.00	Drive Van	St Cloud	Per Diem



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No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
11362 Roscoe/Bernie		07/23/2013 07/23/2013		
		4 Transactions		
6097 Verizon Wireless				
01-120-000-0000-6250	16.49	vet van cell phone	880690364	Telephone
6097 Verizon Wireless	16.49		1 Transactions	
10882 Wark/Charles F.				
01-120-000-0000-6350	50.00	Drive Vet's Van	Mpls	Per Diem
		07/22/2013 07/22/2013		
01-120-000-0000-6350	50.00	Drive Vet's Van	St Cloud	Per Diem
		07/11/2013 07/11/2013		
10882 Wark/Charles F.	100.00		2 Transactions	
11970 Wikelius/Charles				
01-120-000-0000-6350	50.00	Drive Vet's Van	St. Cloud	Per Diem
		07/01/2013 07/01/2013		
11970 Wikelius/Charles	50.00		1 Transactions	
6054 Willette/Richard Francis				
01-120-000-0000-6350	50.00	Drive Vet's Van	St. Cloud	Per Diem
		07/25/2013 07/25/2013		
6054 Willette/Richard Francis	50.00		1 Transactions	
5960 Wilmo/Wesley S.				
01-120-000-0000-6350	50.00	Drive Vet's Van	St. Cloud	Per Diem
		07/03/2013 07/03/2013		
01-120-000-0000-6350	50.00	Drive Vet's Van	St. Cloud	Per Diem
		07/15/2013 07/15/2013		
01-120-000-0000-6350	50.00	Drive Vet's Van	St. Cloud	Per Diem
		07/29/2013 07/29/2013		
5960 Wilmo/Wesley S.	150.00		3 Transactions	
9255 Witt/Warren				
01-120-000-0000-6350	50.00	Drive Vet's Van	Mpls.	Per Diem
		07/10/2013 07/10/2013		
9255 Witt/Warren	50.00		1 Transactions	



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<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
120	DEPT Total:		Service Officer	12 Vendors	18 Transactions
122	DEPT		Planning & Zoning		
9791	Bieganek/Joan M 01-122-029-0000-6304		replace sewer-Bessie Sumbs	G&L Excavating	MPCA SSTS Upgrade Grant Expenses
9791	Bieganek/Joan M			1 Transactions	
799	Fuhrer/Joseph 01-122-000-0000-6231		Contract inspections	10@300	Services, Labor, Contracts, Programming
			07/29/2013 08/09/2013		
799	Fuhrer/Joseph			1 Transactions	
4010	Rasley Oil Company 01-122-000-0000-6511		July Fuel	AITCOZOS	Gas And Oil
4010	Rasley Oil Company			1 Transactions	
122	DEPT Total:		Planning & Zoning	3 Vendors	3 Transactions
123	DEPT		Coroner		
2939	McGee P.A./M.B. 01-123-000-0000-6231		ME 13-1304	1915	Coroner Fees
2939	McGee P.A./M.B.			1 Transactions	
123	DEPT Total:		Coroner	1 Vendors	1 Transactions
200	DEPT		Enforcement		
50	Aitkin Body Shop, Inc 01-200-000-0000-6302		Repar squad v deer #209	57175	Car Maintenance
	01-200-000-0000-6302		tow # 209 to Brandl for motor	57175	Car Maintenance
	01-200-000-0000-6302		Credit for parts #209	57176	Car Maintenance
	01-200-000-0000-6302		Brandl Chev sublet #209	57225	Car Maintenance
50	Aitkin Body Shop, Inc			4 Transactions	
117	Aitkin County Sheriff 01-200-000-0000-6374		Title 2 new squads		Auto & Trailer License
117	Aitkin County Sheriff			1 Transactions	
11960	ASAP Towing				



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01-200-000-0000-6359		tow CanAm Outl ATV-13-2939	1746	Wrecker Service
	01-200-000-0000-6359		Tow 13-3127 forfeiture	1856	Wrecker Service
	01-200-000-0000-6359		Tow 13-3132 forfeiture	1857	Wrecker Service
11960	ASAP Towing		499.12	3 Transactions	
86467	Auto Value Aitkin				
	01-200-000-0000-6610		170.99	jump pack/booster pack	40029929
	01-200-000-0000-6610		21.36	jump pack charger	40029943
	01-200-000-0000-6302		17.09	Mini WAG lamps #208	40030118
86467	Auto Value Aitkin		209.44	3 Transactions	
12445	Brandl Chevrolet, Buick, GM				
	01-200-000-0000-6302		66.95	Spare keys for new squads	2464
	01-200-000-0000-6302		69.11	Warning light #208	RO202979
	01-200-000-0000-6302		25.91	Check engine light #212	RO203094
12445	Brandl Chevrolet, Buick, GM		161.97	3 Transactions	
1570	Erickson Oil Products Inc				
	01-200-000-0000-6511		35.58	Gas	9334
1570	Erickson Oil Products Inc		35.58	1 Transactions	
11715	Granite Electronics				
	01-200-000-0000-6610		92.27	Cables, power XTL mobile	453496
11715	Granite Electronics		92.27	1 Transactions	
4641	Holiday Credit Office				
	01-200-000-0000-6511		201.86	Gas	1400000288942
4641	Holiday Credit Office		201.86	1 Transactions	
2340	Hyytinen Hardware Hank				
	01-200-000-0000-6405		59.84	Wet dry vac for sally port	1118199
	01-200-000-0000-6405		26.71	Box fan	1119540
	01-200-000-0000-6405		9.38	Hangar strips	1121650
	01-200-000-0000-6405		5.32	Velcro	1123307
	01-200-000-0000-6405		8.51	Super glue	1123513
2340	Hyytinen Hardware Hank		109.76	5 Transactions	
2375	Intoximeters Inc				
	01-200-000-0000-6405		192.38	Mouthpieces	397012



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
2375	Intoximeters Inc		1 Transactions		
5714	K&J C-Stores Inc				
	01-200-000-0000-6511	48.15	Gas #209	104496	Gas And Oil
5714	K&J C-Stores Inc	48.15	1 Transactions		
10567	Lake Country Auto Center Of Aitkin				
	01-200-000-0000-6302	192.36	battery for #201 squad	14769	Car Maintenance
	01-200-000-0000-6302	894.80	4 tires,mount,rear brakes #224	14831	Car Maintenance
	01-200-000-0000-6302	275.24	Battery, install #204	14901	Car Maintenance
10567	Lake Country Auto Center Of Aitkin	1,362.40	3 Transactions		
5892	McGregor Printing & Graphics, Inc				
	01-200-000-0000-6230	52.37	Business cards #203	14723	Printing, Publishing & Adv
5892	McGregor Printing & Graphics, Inc	52.37	1 Transactions		
3371	Minnesota Sheriffs' Association				
	01-200-003-0000-6241	280.00	2012 winter conf reg - Turner	13470	Registration Fee
3371	Minnesota Sheriffs' Association	280.00	1 Transactions		
6038	Mississippi Landing				
	01-200-000-0000-6511	37.00	Gas #209	612907	Gas And Oil
6038	Mississippi Landing	37.00	1 Transactions		
6057	Nate's Towing				
	01-200-000-0000-6359	207.43	tow Deville 13-2966	7/26/13	Wrecker Service
6057	Nate's Towing	207.43	1 Transactions		
4233	S & T Office Products Inc				
	01-200-000-0000-6405	43.71	Office supplies	01PX2173	Office Supplies
	01-200-000-0000-6405	6.94	Office supplies	01PX2174	Office Supplies
4233	S & T Office Products Inc	50.65	2 Transactions		
10878	Sew Much & More				
	01-200-000-0000-6205	23.03	UPS	331406	Postage
10878	Sew Much & More	23.03	1 Transactions		
12214	Shopko Store Operating Co. LLC				
	01-200-000-0000-6409	8.54	SD card for game camera	3724	Deputy Supplies



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Vendor	Name	Rpt				
No.	Account/Formula	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description
				Service Dates	Paid On Bhf #	On Behalf of Name
12214	Shopko Store Operating Co. LLC		8.54	1 Transactions		
4681	Streichers					
	01-200-000-0000-6302		1,325.18	Siren, flasher	I1033588	Car Maintenance
	01-200-000-0000-6302		1,303.83	Siren, speaker	I1034176	Car Maintenance
	01-200-000-0000-6410		8.54	Nameplate / Payment	I1035576	Clothing Allowance
	01-200-000-0000-6302		654.97	Siren, shipping	I1035756	Car Maintenance
	01-200-000-0000-6302		267.18	Push bumper	I1036964	Car Maintenance
4681	Streichers		3,559.70	5 Transactions		
11081	Thane Hawkins Polar Chevrolet					
	01-200-000-0000-6620		20,670.70	2013 Impala-1264064	D1264407	Auto, Trailers, Snowmobiles
	01-200-000-0000-6620		20,670.70	2013 Impala-1264407	D1264407	Auto, Trailers, Snowmobiles
11081	Thane Hawkins Polar Chevrolet		41,341.40	2 Transactions		
6128	Tire Barn					
	01-200-000-0000-6302		49.62	Oil change, rotate tires #204	24764	Car Maintenance
6128	Tire Barn		49.62	1 Transactions		
4870	Turner/Scott A.					
	01-200-003-0000-6330		174.84	Mileage to Moorhead	376@.465	Transportation & Travel & Parking
4870	Turner/Scott A.		174.84	1 Transactions		
200	DEPT Total:		63,688.47	Enforcement	23 Vendors	44 Transactions
202	DEPT			Boat & Water		
7053	Bill's Sportsman's Service					
	01-202-000-0000-6302		48.45	bolts,rollers etc -airb. trail	5785	B&W Maintenance
7053	Bill's Sportsman's Service		48.45	1 Transactions		
1682	Fishers Resort					
	01-202-000-0000-6511		46.95	Gas for boat #209	42	Gas And Oil
1682	Fishers Resort		46.95	1 Transactions		
3100	McGregor Oil					
	01-202-000-0000-6511		28.40	Gas #231	AITKINSH	Gas And Oil
3100	McGregor Oil		28.40	1 Transactions		
5171	Willey's Marine Inc					



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01-202-000-0000-6610		Lowrance LSS	18172	Equipment
5171	Willey's Marine Inc		1 Transactions		
202	DEPT Total:	673.80	Boat & Water	4 Vendors	4 Transactions
252	DEPT		Corrections		
163	Charter Communications				
	01-252-252-0000-6405	42.18	Cable TV for inmates	8352305666081	Prisoner Welfare
			08/01/2013 08/31/2013		
163	Charter Communications	42.18	1 Transactions		
1181	Crow Wing Co Auditor-Treasurer				
	01-252-000-0000-6351	165.00	Inmate boarding	77099	Board Of Prisoners
1181	Crow Wing Co Auditor-Treasurer	165.00	1 Transactions		
88628	Dalco				
	01-252-000-0000-6422	387.83	Jail Paper Products	2631541	Janitorial Supplies
88628	Dalco	387.83	1 Transactions		
1491	Dutch's Electric, Inc				
	01-252-000-0000-6590	153.30	Change ballasts in visit area	20962	Repair & Maintenance Supplies
1491	Dutch's Electric, Inc	153.30	1 Transactions		
1570	Erickson Oil Products Inc				
	01-252-000-0000-6511	19.98	Gas	9334	Gas And Oil
1570	Erickson Oil Products Inc	19.98	1 Transactions		
2186	Hillyard Inc - Kansas City				
	01-252-000-0000-6422	742.71	janitorial	600779052	Janitorial Supplies
2186	Hillyard Inc - Kansas City	742.71	1 Transactions		
5756	KEEPRS, Inc				
	01-252-000-0000-6410	108.97	uniform pants #324	222060	Clothing Allowance
5756	KEEPRS, Inc	108.97	1 Transactions		
89765	Minnesota Elevator, Inc				
	01-252-000-0000-6231	151.76	August maintenance	284493	Services & Labor (Incl Contracts)
89765	Minnesota Elevator, Inc	151.76	1 Transactions		



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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
9692	Minnesota Energy Resources Corporation					
	01-252-000-0000-6254		15.50	gas-STs	4058862-6	Utilities & Heating
	01-252-000-0000-6254		674.30	gas-jail	4244670-8	Utilities & Heating
	01-252-000-0000-6254		91.70	gas-jail	4334475-3	Utilities & Heating
9692	Minnesota Energy Resources Corporation		781.50	3 Transactions		
3638	Northern Air Plumbing & Heating, Inc					
	01-252-000-0000-6231		112.00	Reinstall toilet fixture	20064	Services & Labor (Incl Contracts)
3638	Northern Air Plumbing & Heating, Inc		112.00	1 Transactions		
3789	Pan-O-Gold Baking Company					
	01-252-000-0000-6418		121.10	Groceries	010024320625	Groceries
	01-252-000-0000-6418		136.76	Groceries	010024321330	Groceries
3789	Pan-O-Gold Baking Company		257.86	2 Transactions		
9499	Reliance Telephone Systems, Inc					
	01-252-252-0000-6406		1,871.35	Phone cards	D-11004	Phone Card Prisoner Welfare
9499	Reliance Telephone Systems, Inc		1,871.35	1 Transactions		
4070	Riley Auto Supply					
	01-252-000-0000-6590		100.84	Belts for air handling system	538562	Repair & Maintenance Supplies
4070	Riley Auto Supply		100.84	1 Transactions		
4233	S & T Office Products Inc					
	01-252-000-0000-6405		43.70	Office supplies	01PX2173	Office & Computer Supplies
	01-252-000-0000-6405		6.94	Office supplies	01PX2174	Office & Computer Supplies
4233	S & T Office Products Inc		50.64	2 Transactions		
4761	Sysco Minnesota Inc					
	01-252-000-0000-6418		1,790.55	Groceries	307250961	Groceries
	01-252-000-0000-6418		1,772.39	Groceries	308010887	Groceries
4761	Sysco Minnesota Inc		3,562.94	2 Transactions		
11608	Thrifty White Pharmacy-Mcgregor					
	01-252-000-0000-6262		403.59	July prescriptions	52914536063080	Medical Expenses & Supplies - Inmates
11608	Thrifty White Pharmacy-Mcgregor		403.59	1 Transactions		
5174	Voss Lighting					
	01-252-000-0000-6590		262.38	Bulbs	15230243	Repair & Maintenance Supplies



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
5174	Voss Lighting		262.38	1 Transactions	
10005	Watson/Linda				
	01-252-000-0000-6231		10.00	indigent hair cut	7/25/13 Services & Labor (Incl Contracts)
10005	Watson/Linda		10.00	1 Transactions	
252	DEPT Total:		9,184.83	Corrections	18 Vendors 23 Transactions
253	DEPT			Aitkin Co Community Corrections	
117	Aitkin County Sheriff				
	01-253-000-0000-6374		12.50	Duplicate sticker STS trailer	Auto & Trailer License
117	Aitkin County Sheriff		12.50	1 Transactions	
170	Aitkin Motor Company				
	01-253-000-0000-6302		67.71	clean radiator/AC cond.-06 van	FOCS237615 Car Maintenance
170	Aitkin Motor Company		67.71	1 Transactions	
88879	Central Mn Community Corrections-DT				
	01-253-000-0000-6823		10,724.08	September Appropriation	County Allocation
88879	Central Mn Community Corrections-DT		10,724.08	1 Transactions	
7525	Hometown Bldg Supply				
	01-253-000-0000-6405		42.90	Drill bits & screws STS	42033 Operating Supplies
	01-253-000-0000-6405		57.29	2x4's for shelving upgrade	42405 Operating Supplies
7525	Hometown Bldg Supply		100.19	2 Transactions	
2340	Hyytinen Hardware Hank				
	01-253-000-0000-6405		32.36	Shop supplies	1116941 Operating Supplies
	01-253-000-0000-6405		12.60	Shop supplies	1117103 Operating Supplies
	01-253-000-0000-6405		20.82	Pliers, shop supplies	1120888 Operating Supplies
	01-253-000-0000-6405		34.18	Paint	1121606 Operating Supplies
	01-253-000-0000-6405		7.74	Nuts, bolts, washers	1123475 Operating Supplies
	01-253-000-0000-6405		28.85	Propane torch	1124406 Operating Supplies
2340	Hyytinen Hardware Hank		136.55	6 Transactions	
4761	Sysco Minnesota Inc				
	01-253-000-0000-6405		23.92	STS cups	307250962 Operating Supplies
4761	Sysco Minnesota Inc		23.92	1 Transactions	



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
5551	Unclaimed Freight North					
	01-253-000-0000-6405		106.85	2 3/4 ton floor jack	7/25/13	Operating Supplies
	01-253-000-0000-6405		66.18	tape measurers,utility knife	7/30/13	Operating Supplies
	01-253-000-0000-6405		18.15	36 pc terminal asst, LED light	8/6/13	Operating Supplies
5551	Unclaimed Freight North		191.18	3 Transactions		
253	DEPT Total:		11,256.13	Aitkin Co Community Corrections	7 Vendors	15 Transactions
254	DEPT			Enhanced 911 System		
11715	Granite Electronics					
	01-254-000-0000-6231		413.00	program Posse radios	247435	Services, Labor, Contracts
	01-254-000-0000-6231		109.33	program HT750	247436	Services, Labor, Contracts
11715	Granite Electronics		522.33	2 Transactions		
254	DEPT Total:		522.33	Enhanced 911 System	1 Vendors	2 Transactions
257	DEPT			Sobriety Court		
11997	Minnesota Monitoring					
	01-257-022-0000-6406		289.00	Add'l April EHM	2627	Sobriety Crt Expenses
	01-257-022-0000-6406		416.50	May EHM	2628	Sobriety Crt Expenses
11997	Minnesota Monitoring		705.50	2 Transactions		
257	DEPT Total:		705.50	Sobriety Court	1 Vendors	2 Transactions
280	DEPT			Emergency Management		
2340	Hyytinen Hardware Hank					
	01-280-000-0000-6405		10.68	Plug for communications traile	1118884	Office Supplies
2340	Hyytinen Hardware Hank		10.68	1 Transactions		
280	DEPT Total:		10.68	Emergency Management	1 Vendors	1 Transactions
390	DEPT			Environmental Health (FBL)		
2340	Hyytinen Hardware Hank					
	01-390-000-0000-6405		19.23	100' tape measure	1121202	Office, Film, And Field Supplies
2340	Hyytinen Hardware Hank		19.23	1 Transactions		
12486	Leitinger/Michelle					
	01-390-000-0000-6405		8.35	reimb.for FBL supplies	CVS 7/26/13	Office, Film, And Field Supplies



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
12486	Leitinger/Michelle	8.35	1 Transactions		
390	DEPT Total:	27.58	Environmental Health (FBL)	2 Vendors	2 Transactions
391	DEPT		Solid Waste		
2340	Hyytinen Hardware Hank				
	01-391-000-0000-6405	9.03	5 pr gloves for elec.recycling	1119949	Office & Film Supplies
2340	Hyytinen Hardware Hank	9.03	1 Transactions		
4010	Rasley Oil Company				
	01-391-000-0000-6511	26.40	July Fuel	AITCOZOS	Gas And Oil
4010	Rasley Oil Company	26.40	1 Transactions		
5056	Western Lake Superior Sanitary				
	01-391-000-0000-6231	3,319.01	2013 Q2 HHW disposal/contract	72213AITHHW	Services, Labor, & Minor Contracts
5056	Western Lake Superior Sanitary	3,319.01	1 Transactions		
391	DEPT Total:	3,354.44	Solid Waste	3 Vendors	3 Transactions
392	DEPT		Water Wells		
405	A.W. Research Laboratories, Inc.				
	01-392-000-0000-6231	26.00	lead water test	9545	Services, Labor, Contracts
405	A.W. Research Laboratories, Inc.	26.00	1 Transactions		
12486	Leitinger/Michelle				
	01-392-000-0000-6405	10.57	reimb.for water lab supplies	CVS 7/26/13	Office & Film Supplies
12486	Leitinger/Michelle	10.57	1 Transactions		
12169	NBS Calibrations				
	01-392-000-0000-6231	188.10	Svc & Calibrate Scale	86248	Services, Labor, Contracts
12169	NBS Calibrations	188.10	1 Transactions		
392	DEPT Total:	224.67	Water Wells	3 Vendors	3 Transactions
601	DEPT		Extension		
89471	Aitkin Co 4-H Council				
	01-601-551-0000-5840	60.00	Bk sales-License Ctr-Rcpt 363	2510-2511	4-H Plat Book Sales
	01-601-551-0000-5840	300.00	Bk sales-Recorder's-Rcpt 360	2676-2685	4-H Plat Book Sales



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01-601-551-0000-5840		Bk sales-Recorder's-Rcpt 361	2695-2704	4-H Plat Book Sales
89471	Aitkin Co 4-H Council		3 Transactions		
601	DEPT Total:	660.00	Extension	1 Vendors	3 Transactions
700	DEPT		Promotion,AEOA Tran,Airport,RC&D,Tol		
4420	Sherman/Margaret				
	01-700-554-0000-6330	115.26	RC&D MILEAGE- 7/25/13	204@.565	Rc & D Transportation & Travel
	01-700-554-0000-6340	6.68	RC&D MEAL	7/25/13	Meals Reimbursed Non-Taxable
	01-700-554-0000-6350	35.00	RC&D PER DIEM	7/25/13	Rc & D Per Diem
4420	Sherman/Margaret	156.94	3 Transactions		
700	DEPT Total:	156.94	Promotion,AEOA Tran,Airport,RC&D,Tol	1 Vendors	3 Transactions
711	DEPT		Economic Development		
5892	McGregor Printing & Graphics, Inc				
	01-711-000-0000-6303	1,210.00	ATV Trail maps	14653	Mcnight/Blandin Grant Expenses
5892	McGregor Printing & Graphics, Inc	1,210.00	1 Transactions		
711	DEPT Total:	1,210.00	Economic Development	1 Vendors	1 Transactions
1	Fund Total:	123,791.10	General Fund		186 Transactions



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
301	DEPT		R&B Administration		
12136	Aitkin Rental Center				
	03-301-000-0000-6400	16.03	PROJECTOR	072313	37266
12136	Aitkin Rental Center	16.03		1 Transactions	
					Supplies And Materials
11406	Innovative Office Solutions				
	03-301-000-0000-6400	10.58	OFFICE SUPPLIES	073113	291639
	03-301-000-0000-6400	22.69	OFFICE SUPPLIES	073113	331294
11406	Innovative Office Solutions	33.27		2 Transactions	
					Supplies And Materials
11605	Shred Right				
	03-301-000-0000-6400	30.00	DOCUMENT DESTRUCTION	072213	156429
11605	Shred Right	30.00		1 Transactions	
					Supplies And Materials
301	DEPT Total:	79.30	R&B Administration	3 Vendors	4 Transactions
302	DEPT		R&B Engineering/Construction		
5443	University Of Minnesota				
	03-302-000-0000-6296	195.00	WETLAND	072213	C KRAGNESS
5443	University Of Minnesota	195.00		1 Transactions	
					Meeting Expense/Physicals
302	DEPT Total:	195.00	R&B Engineering/Construction	1 Vendors	1 Transactions
303	DEPT		R&B Highway Maintenance		
8748	Able Hose & Rubber, Inc				
	03-303-000-0000-6590	45.71	LUG	080213	851512
8748	Able Hose & Rubber, Inc	45.71		1 Transactions	
					Repair & Maintenance Supplies
9760	Advanced Diesel Service				
	03-303-000-0000-6590	4,874.57	LABOR	072413	17818
	03-303-000-0000-6590	2,733.47	PARTS	072413	17818
9760	Advanced Diesel Service	7,608.04		2 Transactions	
					Repair & Maintenance Supplies
50	Aitkin Body Shop, Inc				
	03-303-000-0000-6590	64.58	WINDSHIELD	070313	57114
50	Aitkin Body Shop, Inc	64.58		1 Transactions	
					Repair & Maintenance Supplies
170	Aitkin Motor Company				



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	03-303-000-0000-6590		STARTING 072513	237642	Repair & Maintenance Supplies
170	Aitkin Motor Company		1 Transactions		
195	Aitkin Tire Shop				
	03-303-000-0000-6590	133.00	REPAIR 071813	52260	Repair & Maintenance Supplies
	03-303-000-0000-6590	150.70	TIRES 071813	52260	Repair & Maintenance Supplies
	03-303-000-0000-6590	35.00	REPAIR 072613	52300	Repair & Maintenance Supplies
	03-303-000-0000-6590	1,021.73	TIRES 071813	52300	Repair & Maintenance Supplies
	03-303-000-0000-6590	32.00	REPAIR 072613	52303	Repair & Maintenance Supplies
	03-303-000-0000-6590	864.32	TIRES 072613	52317	Repair & Maintenance Supplies
195	Aitkin Tire Shop	2,236.75	6 Transactions		
8239	Ameripride Linen & Apparel Services				
	03-303-000-0000-6523	68.04	SHOP LAUNDRY 072313	2200404370	Misc Bldg & Shop Supplies
	03-303-000-0000-6523	41.68	SHOP LAUNDRY 072313	2200406806	Misc Bldg & Shop Supplies
8239	Ameripride Linen & Apparel Services	109.72	2 Transactions		
86467	Auto Value Aitkin				
	03-303-000-0000-6590	67.74-	MMM CREDIT 080113	40013557	Repair & Maintenance Supplies
	03-303-000-0000-6590	8.19	HOSE 080113	40022406	Repair & Maintenance Supplies
	03-303-000-0000-6590	4.99	FILTERS 080113	40029277	Repair & Maintenance Supplies
	03-303-000-0000-6590	49.70	FILTERS 080113	40030049	Repair & Maintenance Supplies
	03-303-000-0000-6590	12.81	SWITCH 080113	40030049	Repair & Maintenance Supplies
86467	Auto Value Aitkin	7.95	5 Transactions		
8265	Centurylink				
	03-303-000-0000-6250	48.37	PHONE HILL CITY 080513	301226554	Telephone
			07/25/2013 08/25/2013		
8265	Centurylink	48.37	1 Transactions		
1115	Contech Engineered Solutions				
	03-303-000-0000-6515	218.86	12" BANDS 073113	45922	Culverts
1115	Contech Engineered Solutions	218.86	1 Transactions		
1200	Cummings Oil, Inc				
	03-303-000-0000-6513	1,061.13	JACOBSON 072913	35508	Motor Fuel & Lubricants
	03-303-000-0000-6513	2,987.47	PALISADE 072913	35508	Motor Fuel & Lubricants
	03-303-000-0000-6513	2,089.60	SWATARA 072913	35508	Motor Fuel & Lubricants



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
1200	Cummings Oil, Inc		3 Transactions		
8500	Diamond Mowers, Inc				
	03-303-000-0000-6590	108.49	SPLINE 080113	79135	Repair & Maintenance Supplies
8500	Diamond Mowers, Inc	108.49	1 Transactions		
7935	East Central Energy				
	03-303-000-0000-6254	121.81	POWER MCGRATH 073113	70415419	Utilities
7935	East Central Energy	121.81	1 Transactions		
1570	Erickson Oil Products Inc				
	03-303-000-0000-6513	929.03	GASOLINE 080713	362947	Motor Fuel & Lubricants
1570	Erickson Oil Products Inc	929.03	1 Transactions		
8622	Frontier				
	03-303-000-0000-6250	77.79	MCGREGOR 072913	2187684481	Telephone
			07/22/2013 08/21/2013		
8622	Frontier	77.79	1 Transactions		
1754	Garrison Disposal Company, Inc				
	03-303-000-0000-6254	51.00	MCGREGOR SHOP 080513		Utilities
1754	Garrison Disposal Company, Inc	51.00	1 Transactions		
4641	Holiday Credit Office				
	03-303-000-0000-6513	43.33-	FED TAX CREDIT 070113		Motor Fuel & Lubricants
	03-303-000-0000-6513	4.74-	REBATE 070113		Motor Fuel & Lubricants
	03-303-000-0000-6513	87.00	GASOLINE 070113	100239050	Motor Fuel & Lubricants
	03-303-000-0000-6513	96.07	GASOLINE 070113	102813054	Motor Fuel & Lubricants
	03-303-000-0000-6513	96.00	GASOLINE 070113	115129069	Motor Fuel & Lubricants
	03-303-000-0000-6513	80.00	GASOLINE 070113	131928069	Motor Fuel & Lubricants
	03-303-000-0000-6513	53.00	GASOLINE 070113	134712050	Motor Fuel & Lubricants
	03-303-000-0000-6513	68.50	GASOLINE 070113	152228082	Motor Fuel & Lubricants
	03-303-000-0000-6513	104.45	GASOLINE 070113	155301096	Motor Fuel & Lubricants
	03-303-000-0000-6513	95.15	GASOLINE 070113	85156042	Motor Fuel & Lubricants
	03-303-000-0000-6513	114.45	GASOLINE 070113	90229049	Motor Fuel & Lubricants
	03-303-000-0000-6513	59.00	GASOLINE 070113	93443019	Motor Fuel & Lubricants
4641	Holiday Credit Office	805.55	12 Transactions		
2340	Hyytinen Hardware Hank				



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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	03-303-000-0000-6523		2.69	SCREWS 072413	1117289	Misc Bldg & Shop Supplies
	03-303-000-0000-6523		11.73	SPRAY 072413	1118979	Misc Bldg & Shop Supplies
	03-303-000-0000-6523		10.67	DISHPAN 072413	1121514	Misc Bldg & Shop Supplies
	03-303-000-0000-6523		1.38	PLUMBING 072413	1122569	Misc Bldg & Shop Supplies
	03-303-000-0000-6523		7.46	BATTERY 072413	1122929	Misc Bldg & Shop Supplies
	03-303-000-0000-6523		42.74	FANS 072413	1123263	Misc Bldg & Shop Supplies
2340	Hyttinen Hardware Hank		76.67	6 Transactions		
2763	J & H Transfer Station-Lakes Sanitary					
	03-303-000-0000-6254		93.89	AITKIN 080513	68074	Utilities
	03-303-000-0000-6254		57.65	PALISADE 080513	68075	Utilities
2763	J & H Transfer Station-Lakes Sanitary		151.54	2 Transactions		
91187	Lake Country Power					
	03-303-000-0000-6254		62.63	CSAH 14 072913	141979801	Utilities
	03-303-000-0000-6254		62.28	CSAH 6 072913	141979901	Utilities
91187	Lake Country Power		124.91	2 Transactions		
2991	Malmo Market					
	03-303-000-0000-6513		34.57	GASOLINE 080513	31858	Motor Fuel & Lubricants
	03-303-000-0000-6513		56.75	GASOLINE 080513	32414	Motor Fuel & Lubricants
	03-303-000-0000-6513		57.39	GASOLINE 080513	34084	Motor Fuel & Lubricants
	03-303-000-0000-6513		64.53	GASOLINE 080513	34192	Motor Fuel & Lubricants
	03-303-000-0000-6513		62.04	GASOLINE 080513	34219	Motor Fuel & Lubricants
	03-303-000-0000-6513		54.73	GASOLINE 080513	34498	Motor Fuel & Lubricants
	03-303-000-0000-6513		85.39	GASOLINE 080513	34645	Motor Fuel & Lubricants
	03-303-000-0000-6513		85.53	GASOLINE 080513	36785	Motor Fuel & Lubricants
	03-303-000-0000-6513		52.73	GASOLINE 080513	38149	Motor Fuel & Lubricants
	03-303-000-0000-6513		82.98	GASOLINE 080513	38338	Motor Fuel & Lubricants
2991	Malmo Market		636.64	10 Transactions		
10824	Maney International Inc					
	03-303-000-0000-6590		47.80	FILTERS 072413	638802	Repair & Maintenance Supplies
	03-303-000-0000-6590		371.42	SENSOR 072413	639697	Repair & Maintenance Supplies
10824	Maney International Inc		419.22	2 Transactions		
12727	McCall/Richard					
	03-303-000-0000-6820		500.00	APPROACH REFUND 080713		Approach & Misc Refunds



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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
12727 McCall/Richard		500.00	1 Transactions	
3100 McGregor Oil				
03-303-000-0000-6513		50.34 GASOLINE 080113	49351	Motor Fuel & Lubricants
03-303-000-0000-6513		88.07 GASOLINE 080113	49352	Motor Fuel & Lubricants
03-303-000-0000-6513		72.31 GASOLINE 080113	49353	Motor Fuel & Lubricants
03-303-000-0000-6513		52.73 GASOLINE 080113	49354	Motor Fuel & Lubricants
03-303-000-0000-6513		80.82 GASOLINE 080113	49355	Motor Fuel & Lubricants
03-303-000-0000-6513		39.39 GASOLINE 080113	49947	Motor Fuel & Lubricants
03-303-000-0000-6513		44.62 GASOLINE 080113	49948	Motor Fuel & Lubricants
03-303-000-0000-6513		79.53 GASOLINE 080113	49949	Motor Fuel & Lubricants
03-303-000-0000-6513		72.06 GASOLINE 080113	49950	Motor Fuel & Lubricants
3100 McGregor Oil		579.87	9 Transactions	
12723 Miller/Dan				
03-303-000-0000-6820		500.00 APPROACH REFUND 073113		Approach & Misc Refunds
12723 Miller/Dan		500.00	1 Transactions	
8436 Northland Parts				
03-303-000-0000-6523		12.18 WINDOW WASH 072413	264323	Misc Bldg & Shop Supplies
8436 Northland Parts		12.18	1 Transactions	
3660 Northwood Equipment				
03-303-000-0000-6590		358.53 FILTERS 080113	20456	Repair & Maintenance Supplies
03-303-000-0000-6590		179.55 STREET PAD 080113	20456	Repair & Maintenance Supplies
03-303-000-0000-6590		103.40 FILTERS 080113	20758	Repair & Maintenance Supplies
03-303-000-0000-6590		389.76 HOSE 080113	20758	Repair & Maintenance Supplies
03-303-000-0000-6590		99.94 PRESS 080113	29286	Repair & Maintenance Supplies
03-303-000-0000-6590		436.05- FILTERS 080113	FILTERS	Repair & Maintenance Supplies
3660 Northwood Equipment		695.13	6 Transactions	
10720 Nuss Truck & Equipment				
03-303-000-0000-6590		2,569.10 HOSE 073113	3111692	Repair & Maintenance Supplies
03-303-000-0000-6590		339.45 SENSOR 073113	3111785	Repair & Maintenance Supplies
10720 Nuss Truck & Equipment		2,908.55	2 Transactions	
3760 Palisade Cooperative Oil Assoc				
03-303-000-0000-6513		42.70 GASOLINE 072513	256067	Motor Fuel & Lubricants
03-303-000-0000-6513		58.00 GASOLINE 072513	256166	Motor Fuel & Lubricants



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Vendor	Name	Rpt	Warrant Description		Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	03-303-000-0000-6513		79.00	GASOLINE 072513	256271	Motor Fuel & Lubricants
	03-303-000-0000-6513		74.01	GASOLINE 072513	256385	Motor Fuel & Lubricants
	03-303-000-0000-6513		45.61	GASOLINE 072513	256435	Motor Fuel & Lubricants
	03-303-000-0000-6513		48.00	GASOLINE 072513	256789	Motor Fuel & Lubricants
3760	Palisade Cooperative Oil Assoc		347.32	6 Transactions		
3950	Public Utilities					
	03-303-000-0000-6254		24.51	HWY 210 AND CR 28 072713	0200059455006	Utilities
	03-303-000-0000-6254		54.00	AITKIN 072713	0200063335002	Utilities
	03-303-000-0000-6254		24.51	HYW 210 AND CR 12 072713	0200063388000	Utilities
	03-303-000-0000-6254		31.96	HWY 47 AND CR 12 072713	0200064092005	Utilities
3950	Public Utilities		134.98	4 Transactions		
4010	Rasley Oil Company					
	03-303-000-0000-6513		34.97	GASOLINE 080113	10706	Motor Fuel & Lubricants
	03-303-000-0000-6513		89.81	GASOLINE 080113	10751	Motor Fuel & Lubricants
	03-303-000-0000-6513		55.68	GASOLINE 080113	10965	Motor Fuel & Lubricants
	03-303-000-0000-6513		34.23	GASOLINE 080113	11228	Motor Fuel & Lubricants
	03-303-000-0000-6513		104.72	GASOLINE 080113	11234	Motor Fuel & Lubricants
	03-303-000-0000-6513		91.30	GASOLINE 080113	11306	Motor Fuel & Lubricants
	03-303-000-0000-6513		92.19	GASOLINE 080113	11307	Motor Fuel & Lubricants
	03-303-000-0000-6513		43.90	GASOLINE 080113	15247	Motor Fuel & Lubricants
	03-303-000-0000-6513		105.49	GASOLINE 080113	15294	Motor Fuel & Lubricants
	03-303-000-0000-6513		106.92	GASOLINE 080113	15656	Motor Fuel & Lubricants
	03-303-000-0000-6513		38.02	GASOLINE 080113	15659	Motor Fuel & Lubricants
	03-303-000-0000-6513		38.28	GASOLINE 080113	15673	Motor Fuel & Lubricants
	03-303-000-0000-6513		93.29	GASOLINE 080113	15688	Motor Fuel & Lubricants
	03-303-000-0000-6513		72.67	GASOLINE 080113	17003	Motor Fuel & Lubricants
	03-303-000-0000-6513		79.06	GASOLINE 080113	17004	Motor Fuel & Lubricants
	03-303-000-0000-6513		31.06	GASOLINE 080113	17035	Motor Fuel & Lubricants
	03-303-000-0000-6513		111.09	GASOLINE 080113	17067	Motor Fuel & Lubricants
	03-303-000-0000-6513		71.42	GASOLINE 080113	17908	Motor Fuel & Lubricants
	03-303-000-0000-6513		90.15	GASOLINE 080113	1990	Motor Fuel & Lubricants
	03-303-000-0000-6513		61.49	GASOLINE 080113	19995	Motor Fuel & Lubricants
	03-303-000-0000-6513		83.82	GASOLINE 080113	19998	Motor Fuel & Lubricants
	03-303-000-0000-6513		69.36	GASOLINE 080113	9353	Motor Fuel & Lubricants
	03-303-000-0000-6513		57.87	GASOLINE 080113	9389	Motor Fuel & Lubricants
	03-303-000-0000-6513		92.19	GASOLINE 080113	9415	Motor Fuel & Lubricants
	03-303-000-0000-6513		57.76	GASOLINE 080113	9492	Motor Fuel & Lubricants



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No.	Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
	03-303-000-0000-6513		99.73	GASOLINE 080113	9493 Motor Fuel & Lubricants
	03-303-000-0000-6513		38.51	GASOLINE 080113	9559 Motor Fuel & Lubricants
	03-303-000-0000-6513		54.24	GASOLINE 080113	9957 Motor Fuel & Lubricants
	03-303-000-0000-6513		60.34	GASOLINE 080113	9993 Motor Fuel & Lubricants
4010	Rasley Oil Company		2,059.56	29 Transactions	
4070	Riley Auto Supply				
	03-303-000-0000-6590		8.22	HOSE END 080113	537289 Repair & Maintenance Supplies
	03-303-000-0000-6590		369.75	BRAKE KIT 080113	537354 Repair & Maintenance Supplies
	03-303-000-0000-6590		4.27	SOCKET 080113	537395 Repair & Maintenance Supplies
	03-303-000-0000-6590		37.39	BEARING 080113	537622 Repair & Maintenance Supplies
	03-303-000-0000-6590		10.68	FORGES SHACKLE 080113	537623 Repair & Maintenance Supplies
	03-303-000-0000-6590		18.16	HOSE 080113	537672 Repair & Maintenance Supplies
	03-303-000-0000-6590		49.02	PIPE 080113	537672 Repair & Maintenance Supplies
	03-303-000-0000-6590		110.99	FITTING 080113	537776 Repair & Maintenance Supplies
	03-303-000-0000-6523		10.45	BIT 080113	537895 Misc Bldg & Shop Supplies
	03-303-000-0000-6523		4.16	PIN 080113	537916 Misc Bldg & Shop Supplies
	03-303-000-0000-6590		191.91	BRAKE KIT 080113	537960 Repair & Maintenance Supplies
	03-303-000-0000-6590		47.02	BATTERY 080113	538243 Repair & Maintenance Supplies
	03-303-000-0000-6590		21.26	LAMP 080113	538287 Repair & Maintenance Supplies
	03-303-000-0000-6590		48.04	LIGHT 080113	538287 Repair & Maintenance Supplies
	03-303-000-0000-6590		105.80	BATTERY 080113	538388 Repair & Maintenance Supplies
	03-303-000-0000-6590		16.03-	CREDIT 080113	538395 Repair & Maintenance Supplies
	03-303-000-0000-6523		8.62	CLAMP 080113	538490 Misc Bldg & Shop Supplies
4070	Riley Auto Supply		1,029.71	17 Transactions	
4095	Ritter & Ritter, Inc				
	03-303-000-0000-6523		290.00	SEWER LINE 071913	24553 Misc Bldg & Shop Supplies
4095	Ritter & Ritter, Inc		290.00	1 Transactions	
8208	Royal Tire, Inc				
	03-303-000-0000-6590		40.00-	CASING CREDIT 072313	170004359 Repair & Maintenance Supplies
	03-303-000-0000-6590		340.00-	CASING CREDIT 072313	170006642 Repair & Maintenance Supplies
	03-303-000-0000-6590		3,156.85	TIRES 072313	170009415 Repair & Maintenance Supplies
8208	Royal Tire, Inc		2,776.85	3 Transactions	
4988	Viking Industrial North				
	03-303-000-0000-6523		143.55	WIPES 072513	328331 Misc Bldg & Shop Supplies



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3 Road &amp; Bridge

## Aitkin County

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
4988	Viking Industrial North		1 Transactions		
8671	Village Laundromat & Car Wash, Inc				
	03-303-000-0000-6523	23.51	RAGS 072613	841463	Misc Bldg & Shop Supplies
8671	Village Laundromat & Car Wash, Inc	23.51	1 Transactions		
8605	Wayne's Sanitation Llc				
	03-303-000-0000-6254	52.51	GARBAGE - MCGRATH 073113	233232	Utilities
8605	Wayne's Sanitation Llc	52.51	1 Transactions		
8279	Winzer Corporation				
	03-303-000-0000-6523	100.00-	OVERPMT FROM 2011 072313		Misc Bldg & Shop Supplies
	03-303-000-0000-6523	331.05	SHOP SUPPLIES 072313	4752693	Misc Bldg & Shop Supplies
8279	Winzer Corporation	231.05	2 Transactions		
5295	Ziegler Inc				
	03-303-000-0000-6590	394.61-	VALVE 072013	190002716	Repair & Maintenance Supplies
	03-303-000-0000-6590	438.58	WIRE 072013	190030317	Repair & Maintenance Supplies
5295	Ziegler Inc	43.97	2 Transactions		
303	DEPT Total:	32,775.57	R&B Highway Maintenance	38 Vendors	149 Transactions
307	DEPT		R&B Capital Infrastructure		
86222	Aitkin Independent Age				
	03-307-000-0000-6230	82.50	CR 12 PUBLIC MEETING 071013	1480	Printing & Publishing
86222	Aitkin Independent Age	82.50	1 Transactions		
12726	Holstein/Susan				
	03-307-000-0000-6362	250.00	LAND R/W 073113	PARCEL 54	Right Of Way
12726	Holstein/Susan	250.00	1 Transactions		
8694	Mn Dept Of Transportation				
	03-307-000-0000-6260	456.84	BRIDGE 072313	1863	Professional Services
8694	Mn Dept Of Transportation	456.84	1 Transactions		
12724	Panko/Herbert and Judith				
	03-307-000-0000-6362	2,275.00	LAND R/W 073113	PARCEL 32	Right Of Way
12724	Panko/Herbert and Judith	2,275.00	1 Transactions		



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Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>		<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
5128	Widseth Smith & Nolting Inc						
	03-307-000-0000-6260		402.00	SERVICES 072313		90646	Professional Services
5128	Widseth Smith & Nolting Inc		402.00	1 Transactions			
307	DEPT Total:		3,466.34	R&B Capital Infrastructure		5 Vendors	5 Transactions
3	Fund Total:		36,516.21	Road & Bridge			159 Transactions



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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
430	DEPT			Social Services		
	3390 Minnesota Uc Fund					
	05-430-700-4820-6267		1,696.00	2013 Q.2-T.Williamson	106-002	Unemployment Compensation
	3390 Minnesota Uc Fund		1,696.00	1 Transactions		
430	DEPT Total:		1,696.00	Social Services	1 Vendors	1 Transactions
5	Fund Total:		1,696.00	Health & Human Services		1 Transactions



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	<u>Vendor Name</u>		<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT				Undesignated		
	4580	Mn Dept Of Finance					
		09-000-000-0000-2030		720.00	Marriage license fees - July		State Fees, Assessments & Surcharges
	4580	Mn Dept Of Finance		720.00	1 Transactions		
0	DEPT Total:			720.00	Undesignated	1 Vendors	1 Transactions
9	Fund Total:			720.00	State		1 Transactions



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
900	DEPT		Timber Permit Bonds		
5791	Sappi				
	10-900-000-0000-2300		timbr permit bond refundR1479	13084	Timber Permit Bonds
5791	Sappi		1 Transactions		
900	DEPT Total:		Timber Permit Bonds	1 Vendors	1 Transactions
921	DEPT		Co. Development		
10618	Erik's Lawn Service				
	10-921-000-0000-6231		July mowing, Round Lake		Services, Labor, Contracts
10618	Erik's Lawn Service		1 Transactions		
921	DEPT Total:		Co. Development	1 Vendors	1 Transactions
923	DEPT		Forfeited Tax Sales		
50	Aitkin Body Shop, Inc				
	10-923-000-0000-6590		Repair door handle #460	57227	Repair & Maintenance Supplies
50	Aitkin Body Shop, Inc		1 Transactions		
170	Aitkin Motor Company				
	10-923-000-0000-6590		Lube, oil, filter #394	237479	Repair & Maintenance Supplies
170	Aitkin Motor Company		1 Transactions		
783	Canon Financial Services, Inc				
	10-923-000-0000-6231		Lobby copier contract-022	12971423	Services, Labor, Contracts
783	Canon Financial Services, Inc		1 Transactions		
91022	Courtemanche/Richard				
	10-923-000-0000-6405		Screen protectors		Office Supplies
91022	Courtemanche/Richard		1 Transactions		
4233	S & T Office Products Inc				
	10-923-000-0000-6405		pencils, pens	01PW6758	Office Supplies
	10-923-000-0000-6405		11x17 paper	01PW6916	Office Supplies
4233	S & T Office Products Inc		2 Transactions		
86235	The Office Shop Inc				
	10-923-000-0000-6405		Copies	266819-0	Office Supplies



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
86235	The Office Shop Inc		427.87	1 Transactions		
6128	Tire Barn					
	10-923-000-0000-6590		41.21	Lube, oil, filter #586	24822	Repair & Maintenance Supplies
	10-923-000-0000-6590		41.21	LOF-395	24897	Repair & Maintenance Supplies
6128	Tire Barn		82.42	2 Transactions		
3518	Voyageur Press Of Mcgregor/The					
	10-923-000-0000-6230		32.00	Paper subscription - 1yr		Printing, Publishing & Adv
3518	Voyageur Press Of Mcgregor/The		32.00	1 Transactions		
923	DEPT Total:		1,248.40	Forfeited Tax Sales	8 Vendors	10 Transactions
926	DEPT			Law Library		
	5173 West Payment Center					
	10-926-000-0000-6408		554.50	library plan charges	824610036	Law Books
				06/05/2013	07/04/2013	
	5173 West Payment Center		554.50	1 Transactions		
926	DEPT Total:		554.50	Law Library	1 Vendors	1 Transactions
10	Fund Total:		4,343.90	Trust		13 Transactions



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
924	DEPT		Forest Resource		
7525	Hometown Bldg Supply				
	11-924-000-0000-6590	0.62	we underpaid invoice 41592		Repair & Maintenance Supplies
	11-924-000-0000-6590	96.21	Bit, survey	41592	Repair & Maintenance Supplies
7525	Hometown Bldg Supply	96.83	2 Transactions		
86235	The Office Shop Inc				
	11-924-000-0000-6405	32.05	Cell phone battery	266536-0	Office Supplies
86235	The Office Shop Inc	32.05	1 Transactions		
924	DEPT Total:	128.88	Forest Resource	2 Vendors	3 Transactions
925	DEPT		Reforestation		
48	Aitkin Co Abstract Company				
	11-925-000-0000-6405	580.50	Abstract, Jack Olson Prop	44924	Office Supplies
48	Aitkin Co Abstract Company	580.50	1 Transactions		
86467	Auto Value Aitkin				
	11-925-000-0000-6590	6.66	Hose clamps, fuel line 416	40028941	Repair & Maintenance Supplies
	11-925-000-0000-6590	49.45	Hose, brake parts clnr 416	40029492	Repair & Maintenance Supplies
	11-925-000-0000-6590	23.49	Wiper blades 586	40029668	Repair & Maintenance Supplies
86467	Auto Value Aitkin	79.60	3 Transactions		
10083	Cedarbrook Lumber Comp				
	11-925-000-0000-6590	346.88	Lumber for Lawler	54314	Repair & Maintenance Supplies
	11-925-000-0000-6590	167.45	Lumber for Lawler	54358	Repair & Maintenance Supplies
	11-925-000-0000-6590	7.47	Off	54358	Repair & Maintenance Supplies
	11-925-000-0000-6590	27.49-	Return lumber for Lawler	54360	Repair & Maintenance Supplies
	11-925-000-0000-6590	37.28	Drive, bits for Lawler	54469	Repair & Maintenance Supplies
	11-925-000-0000-6590	168.01	Lumber for Lawler	54503	Repair & Maintenance Supplies
	11-925-000-0000-6590	250.66-	Return lumber from Lawler	54557	Repair & Maintenance Supplies
10083	Cedarbrook Lumber Comp	448.94	7 Transactions		
1570	Erickson Oil Products Inc				
	11-925-000-0000-6511	2,179.91	July gas	9423	Gas And Oil
1570	Erickson Oil Products Inc	2,179.91	1 Transactions		
11442	Farmed Forests				
	11-925-000-0000-6590	300.00	Clear culver on South Soo	100	Repair & Maintenance Supplies



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
11442	Farmed Forests		1 Transactions		
9913	Herubin/John				
	11-925-000-0000-6406	60.00	Remove 2 beaver S Soo Line		Field Supplies
9913	Herubin/John	60.00	1 Transactions		
4641	Holiday Credit Office				
	11-925-000-0000-6511	211.28	July gas	1400000134961	Gas And Oil
4641	Holiday Credit Office	211.28	1 Transactions		
7525	Hometown Bldg Supply				
	11-925-000-0000-6590	12.99	Concrete for roads	41825	Repair & Maintenance Supplies
	11-925-000-0000-6590	12.99	Concrete for roads	42077	Repair & Maintenance Supplies
7525	Hometown Bldg Supply	25.98	2 Transactions		
2410	Jacobs/Mark H				
	11-925-000-0000-6330	49.29	Mileage - Grand Rapids Mtg	106@.465	Transportation & Travel
2410	Jacobs/Mark H	49.29	1 Transactions		
3100	McGregor Oil				
	11-925-000-0000-6511	32.22	July gas	AITKINLA	Gas And Oil
3100	McGregor Oil	32.22	1 Transactions		
5892	McGregor Printing & Graphics, Inc				
	11-925-000-0000-6405	2,016.56	ATV Trail maps	14653	Office Supplies
5892	McGregor Printing & Graphics, Inc	2,016.56	1 Transactions		
3390	Minnesota Uc Fund				
	11-925-000-0000-6267	421.86	2013 Q.2-B.Christensen	106-002	Unemployment Compensation
	11-925-000-0000-6267	676.00	2013 Q.2-T. O'Brien	106-002	Unemployment Compensation
	11-925-000-0000-6267	48.19	2013 Q.2-D.Wagner	106-002	Unemployment Compensation
3390	Minnesota Uc Fund	1,146.05	3 Transactions		
4010	Rasley Oil Company				
	11-925-000-0000-6511	1,950.66	July gas - vehicles	AITCOL&PS	Gas And Oil
4010	Rasley Oil Company	1,950.66	1 Transactions		
4070	Riley Auto Supply				
	11-925-000-0000-6590	97.86	Hose, fitting, sleeve #416	538267	Repair & Maintenance Supplies



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
4070	Riley Auto Supply		97.86	1 Transactions	
925	DEPT Total:		9,178.85	Reforestation	14 Vendors 25 Transactions
934	DEPT		Memorial Forest		
1473	Future Forests, Inc				
	11-934-000-0000-6231		1,362.35	Invasive plant removal, Rds	Services, Labor, Contracts
1473	Future Forests, Inc		1,362.35	1 Transactions	
934	DEPT Total:		1,362.35	Memorial Forest	1 Vendors 1 Transactions
935	DEPT		Forest Road		
3100	McGregor Oil				
	11-935-000-0000-6511		555.16	July gas	AITKINLA Gas And Oil
3100	McGregor Oil		555.16	1 Transactions	
10720	Nuss Truck & Equipment				
	11-935-000-0000-6590		26.83	hose upper radiator return	7052811P Repair & Maintenance Supplies
	11-935-000-0000-6590		62.81	Radioator hose #402	7053029P Repair & Maintenance Supplies
10720	Nuss Truck & Equipment		89.64	2 Transactions	
3760	Palisade Cooperative Oil Assoc				
	11-935-000-0000-6511		644.11	July gas	ACPARKS Gas And Oil
3760	Palisade Cooperative Oil Assoc		644.11	1 Transactions	
4010	Rasley Oil Company				
	11-935-000-0000-6511		648.22	July gas - grader	AITCOL&PS Gas And Oil
4010	Rasley Oil Company		648.22	1 Transactions	
4070	Riley Auto Supply				
	11-935-000-0000-6590		16.01	Clamp - 402	537527 Repair & Maintenance Supplies
	11-935-000-0000-6590		8.22	Clamp - 402	537908 Repair & Maintenance Supplies
4070	Riley Auto Supply		24.23	2 Transactions	
935	DEPT Total:		1,961.36	Forest Road	5 Vendors 7 Transactions
936	DEPT		Gravel Pit		
1473	Future Forests, Inc				



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Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	11-936-000-0000-6590		1,362.35	Invasive plant removal, Gravel		Repair & Maintenance Supplies
1473	Future Forests, Inc		1,362.35	1 Transactions		
936	DEPT Total:		1,362.35	Gravel Pit	1 Vendors	1 Transactions
11	Fund Total:		13,993.79	Forest Development		37 Transactions



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
521	DEPT		LLCC Administration		
8622	Frontier				
	19-521-000-0000-6250		534.05	Phone service	2187684653 Telephone
8622	Frontier		534.05	1 Transactions	
5750	Sam's Club				
	19-521-000-0000-6400		56.76	Commisary & food service suppl	88098817160474 Commissary Items
5750	Sam's Club		56.76	1 Transactions	
521	DEPT Total:		590.81	LLCC Administration	2 Vendors 2 Transactions
522	DEPT		LLCC Education		
116	Aitkin Feed & Farm Supply Inc				
	19-522-000-0000-6416		32.95	Critter food	94895 Education Supplies
116	Aitkin Feed & Farm Supply Inc		32.95	1 Transactions	
10968	Gaulke/Beth				
	19-522-000-0000-6820		200.00	Partial refund Forkhorn camp	16472 Refunds & Reimbursements
10968	Gaulke/Beth		200.00	1 Transactions	
2340	Hyytinen Hardware Hank				
	19-522-000-0000-6590		11.14	Education repairs	1121402 Repair & Maintenance Supplies
2340	Hyytinen Hardware Hank		11.14	1 Transactions	
3390	Minnesota Uc Fund				
	19-522-000-0000-6267		1,462.00	2013 Q.2-S.Bruesewitz	106-002 Unemployment Compensation
	19-522-000-0000-6267		1,152.19	2013 Q.2-T.Swanson	106-002 Unemployment Compensation
3390	Minnesota Uc Fund		2,614.19	2 Transactions	
12131	Pokegama Lake Association				
	19-522-000-0000-6820		850.00	Refund summer camp fees	16399 Refunds & Reimbursements
12131	Pokegama Lake Association		850.00	1 Transactions	
9273	Reichert Enterprises, Inc				
	19-522-000-0000-6224		490.00	Forkhorn Camp to Shooting Rang	88199 Permits/License/Field Trips
9273	Reichert Enterprises, Inc		490.00	1 Transactions	
12728	Swanson/Tanya				
	19-522-000-0000-6330		46.04	transport snake to Vet	99@.465 Transportation/Travel/Parking



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Vendor	Name		Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
12728	Swanson/Tanya		46.04	1 Transactions		
86235	The Office Shop Inc					
	19-522-000-0000-6405		16.88	Commissary supplies	266994	Office & Computer Supplies
	19-522-000-0000-6405		86.42	Office supplies	940516	Office & Computer Supplies
86235	The Office Shop Inc		103.30	2 Transactions		
522	DEPT Total:		4,347.62	LLCC Education	8 Vendors	10 Transactions
523	DEPT			LLCC Food		
5998	Appert's Foodservice					
	19-523-000-0000-6418		1,027.10	Groceries	1969460	Groceries-Students
5998	Appert's Foodservice		1,027.10	1 Transactions		
5662	McGregor Dairy, Inc					
	19-523-000-0000-6418		180.55	Groceries	21028	Groceries-Students
	19-523-000-0000-6418		232.10	Groceries	21059	Groceries-Students
5662	McGregor Dairy, Inc		412.65	2 Transactions		
3390	Minnesota Uc Fund					
	19-523-000-0000-6267		221.00	2013 Q.2-W.Essen	106-002	Unemployment Compensation
3390	Minnesota Uc Fund		221.00	1 Transactions		
5750	Sam's Club					
	19-523-000-0000-6420		21.88	Food service supplies	56955139953370	Food Service Supplies
	19-523-000-0000-6420		55.42	Commisary & food service suppl	88098817160474	Food Service Supplies
5750	Sam's Club		77.30	2 Transactions		
4968	Upper Lakes Foods, Inc					
	19-523-000-0000-6418		356.17	Groceries	205690	Groceries-Students
	19-523-000-0000-6418		562.81	Groceries	208667	Groceries-Students
	19-523-000-0000-6420		78.00	Supplies	208667	Food Service Supplies
4968	Upper Lakes Foods, Inc		996.98	3 Transactions		
523	DEPT Total:		2,735.03	LLCC Food	5 Vendors	9 Transactions
524	DEPT			LLCC Maintenance		
5998	Appert's Foodservice					



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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	19-524-000-0000-6422		31.86	Groceries	1969460	Janitorial Services/Supplies
5998	Appert's Foodservice		31.86	1 Transactions		
1880	Gravelle Plumbing & Heating, Inc					
	19-524-000-0000-6422		539.10	Back flow preventers	64532	Janitorial Services/Supplies
1880	Gravelle Plumbing & Heating, Inc		539.10	1 Transactions		
2340	Hyytinen Hardware Hank					
	19-524-000-0000-6422		174.62	Maint supplies	1120774	Janitorial Services/Supplies
	19-524-000-0000-6422		19.96	Maint supplies	1120835	Janitorial Services/Supplies
2340	Hyytinen Hardware Hank		194.58	2 Transactions		
12709	K & N Electric LLC					
	19-524-000-0000-6422		1,335.90	Fit outside lights for LED bul	1380	Janitorial Services/Supplies
12709	K & N Electric LLC		1,335.90	1 Transactions		
3390	Minnesota Uc Fund					
	19-524-000-0000-6267		231.00	2013 Q.2-S.Biscoe	106-002	Unemployment Compensation
3390	Minnesota Uc Fund		231.00	1 Transactions		
3760	Palisade Cooperative Oil Assoc					
	19-524-000-0000-6511		80.91	Gas - cans	255441	Gas And Oil
	19-524-000-0000-6511		56.68	Gas - van	255793	Gas And Oil
3760	Palisade Cooperative Oil Assoc		137.59	2 Transactions		
4968	Upper Lakes Foods, Inc					
	19-524-000-0000-6422		40.91	Supplies	208667	Janitorial Services/Supplies
4968	Upper Lakes Foods, Inc		40.91	1 Transactions		
524	DEPT Total:		2,510.94	LLCC Maintenance	7 Vendors	9 Transactions
19	Fund Total:		10,184.40	Long Lake Conservation Center		30 Transactions



DKB1

8/12/13

10:46AM

21 Parks

## Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 39

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT		Parks		
86467	Auto Value Aitkin				
	21-520-000-0000-6406	24.23	WD 40, towels, green af	40027904	Field Supplies
	21-520-000-0000-6406	66.14	Engine cleaner, super blu	40029110	Field Supplies
86467	Auto Value Aitkin	90.37	2 Transactions		
10083	Cedarbrook Lumber Comp				
	21-520-000-0000-6590	198.61	Lumber, drive Snake River	54657	Repair & Maintenance Supplies
	21-520-000-0000-6590	61.53	Lumber, ground contact SR	54713	Repair & Maintenance Supplies
	21-520-000-0000-6590	7.26	Drive, Snake River	54752	Repair & Maintenance Supplies
	21-520-000-0000-6590	7.26	Drive, Snake River	54753	Repair & Maintenance Supplies
10083	Cedarbrook Lumber Comp	274.66	4 Transactions		
1570	Erickson Oil Products Inc				
	21-520-000-0000-6406	7.47	Off	9423	Field Supplies
1570	Erickson Oil Products Inc	7.47	1 Transactions		
10618	Erik's Lawn Service				
	21-520-000-0000-6231	259.50	June mowing, Snake River		Services, Labor, Contracts
	21-520-000-0000-6231	640.00	July Mowing, Jacobson		Services, Labor, Contracts
	21-520-000-0000-6231	865.00	July Mowing, Snake River		Services, Labor, Contracts
	21-520-000-0000-6231	495.00	July Mowing, Berglund		Services, Labor, Contracts
10618	Erik's Lawn Service	2,259.50	4 Transactions		
1754	Garrison Disposal Company, Inc				
	21-520-000-0000-6254	46.80	July garbage	8168961	Utilities
1754	Garrison Disposal Company, Inc	46.80	1 Transactions		
1829	Goble's Sewer Service Inc.				
	21-520-000-0000-6231	130.00	Aitkin Park-7/23/13	1217388	Services, Labor, Contracts
	21-520-000-0000-6231	130.00	Aitkin Park-7/16/13	1217789	Services, Labor, Contracts
	21-520-000-0000-6231	130.00	Aitkin Park-7/30/13	1217799	Services, Labor, Contracts
1829	Goble's Sewer Service Inc.	390.00	3 Transactions		
2340	Hyytinen Hardware Hank				
	21-520-000-0000-6590	4.69	hardware for signs	1117878	Repair & Maintenance Supplies
	21-520-000-0000-6590	5.97	WD 40 smart straw #587	1119113	Repair & Maintenance Supplies
	21-520-000-0000-6590	26.71	Cup invertor, shop	1119718	Repair & Maintenance Supplies
	21-520-000-0000-6590	42.90	Off	1120877	Repair & Maintenance Supplies



DKB1  
8/12/13 10:46AM  
21 Parks

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 40

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	21-520-000-0000-6590		1.81	Replacement lamp #315	1121129	Repair & Maintenance Supplies
	21-520-000-0000-6590		13.78	Clip for shop	1122830	Repair & Maintenance Supplies
	21-520-000-0000-6590		71.58	Pulley, manure hook - shop	1124384	Repair & Maintenance Supplies
2340	Hyytinen Hardware Hank		167.44	7 Transactions		
2763	J & H Transfer Station-Lakes Sanitary					
	21-520-000-0000-6254		76.05	August garbage Aitkin Park	69122	Utilities
	21-520-000-0000-6254		76.05	August garbage Berglund Park	69123	Utilities
2763	J & H Transfer Station-Lakes Sanitary		152.10	2 Transactions		
9354	Kangas Enterprises, Inc					
	21-520-000-0000-6231		120.00	Pump Jacobson Rest area	8656	Services, Labor, Contracts
9354	Kangas Enterprises, Inc		120.00	1 Transactions		
3660	Northwood Equipment					
	21-520-000-0000-6590		109.06	Mower blade kit	P20265	Repair & Maintenance Supplies
	21-520-000-0000-6590		64.07	Universal harness	P20733	Repair & Maintenance Supplies
3660	Northwood Equipment		173.13	2 Transactions		
4070	Riley Auto Supply					
	21-520-000-0000-6590		47.01	LED Lamp - trailer	538212	Repair & Maintenance Supplies
4070	Riley Auto Supply		47.01	1 Transactions		
90805	Temco					
	21-520-000-0000-6590		219.09	Repair trailer hinge	16041	Repair & Maintenance Supplies
90805	Temco		219.09	1 Transactions		
520	DEPT Total:		3,947.57	Parks	12 Vendors	29 Transactions
21	Fund Total:		3,947.57	Parks		29 Transactions
	Final Total:		195,192.97	231 Vendors	456 Transactions	



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	123,791.10	General Fund	
	3	36,516.21	Road & Bridge	
	5	1,696.00	Health & Human Services	
	9	720.00	State	
	10	4,343.90	Trust	
	11	13,993.79	Forest Development	
	19	10,184.40	Long Lake Conservation Center	
	21	3,947.57	Parks	
	All Funds	195,192.97	Total	Approved by, .....
				.....
				.....



Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners

Date: August 5, 2013

Via: Patrick Wusso, County Administrator

From: Sheriff Scott A. Turner

Title of Item: Off Highway Vehicle Safety Enforcement Grant Program 20013-2015

Requested Meeting Date: August 13, 2013 Estimated Presentation Time: \_\_\_\_\_

Presenter: Sheriff Scott Turner

**Type of Action Requested** (check all that apply)

- ☐ For info only, no action requested ☒ Approve under Consent Agenda  
☐ For discussion only with possible future action ☐ Adopt Ordinance Revision  
☐ Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)  
☐ Approve/adopt proposal by motion ☒ Approve/adopt proposal by resolution (attach draft resolution)  
☐ Authorize filling vacant staff position  
☐ Request to schedule public hearing or sale ☐ Other (please list) \_\_\_\_\_  
☐ Request by member of the public to be heard  
☐ Item should be addressed in closed session under MN Statute \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget? ☐ Yes ☐ No (attach explanation)  
What type of expenditure is this? ☐ Operating ☐ Capital ☐ Other (attach explanation)  
Revenue line account # that funds this item is: 203-5840  
Expenditure line account # for this item is: 203-Various

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. ☐ Yes ☒ No  
Applicable job description(s) may require revision. ☐ Yes ☒ No  
Item may impact a bargaining unit agreement or county work policy. ☐ Yes ☒ No  
Item may change the department's authorized staffing level. ☐ Yes ☒ No



**Supporting Attachment(s)**

- ☒ Memorandum Summary of Item  
☐ Copy of applicable county policy and/or ordinance (excerpts acceptable)  
☐ Copy of applicable state/federal statute/regulation (excerpts acceptable)  
☐ Copy of applicable contract and/or agreement  
☐ Original bid spec or quote request (excluding complex construction projects)  
☐ Bids/quotes received (excluding complex construction projects, provide comparison worksheet)  
☐ Bid/quote comparison worksheet  
☒ Draft County Board resolution  
☐ Plat approval check-list and supporting documents  
☐ Copy of previous minutes related to this issue  
☒ Other supporting document(s) (please list) Off Highway Vehicle Enforcement Grant

**Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 8:00am to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)**



**SCOTT A. TURNER**  
**SHERIFF OF AITKIN COUNTY**

217 Second Street NW, RM #185  
Aitkin, MN 56431

218-927-7435 Emergency 911  
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887  
TOLL FREE 1-888-900-2138

**MEMO**

TO: Aitkin County Board      DATE: August 5, 2013  
FROM: Sheriff Scott A. Turner      RE: 2014-2015 Off Highway Vehicle  
Grant Agreement

---

I would like to place the attached 2014-2015 Off Highway Vehicle Grant (OHV) on board for August 13, 2013.

This grant is in the amount of \$14,212.00 to be use towards Off Highway Vehicle enforcement, hours, training and equipment divided between the fiscal years of 2014 and 2015.

I would ask that this agreement be signed and returned with a signed resolution.

Thank you.



**CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA**

**ADOPTED August 13, 2013**

By Commissioner: xx

**081313-0xx**

**OHV Safety Enforcement Grant**

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners approve the 2014-2015 Off-Highway Vehicle Safety Enforcement Grant file in the Office of the County Auditor and authorize the Aitkin County Sheriff, County Board Chair and County Auditor to sign the agreement in the amount of \$14,212.00 for the term of July 15, 2013 through June 30, 2015.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

**STATE OF MINNESOTA)  
County of Aitkin ) ss.  
Office of County Auditor,)**

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 13<sup>th</sup> day of August A.D., 2013, and that the same is a true and correct copy of the whole thereof.

**WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 13<sup>th</sup> day of August A.D., 2013**

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy



# ENCUMBRANCE WORKSHEET FOR OFF HIGHWAY VEHICLE ENFORCEMENT GRANTS

## State Accounting Information:

Contract No. 65983

PO# 3000043070

Agency Contract Identification No.: R2901

Agency: R29	Fiscal Year: 2014	Vendor Number: 0000197275-001
Total Amount of Contract: \$ 28,424.00	Amount of Contract First FY:	
Category: 84101501	Category:	Category:
Account: 441302	Account:	Account:
Amount: \$ 14,212.00	Amount:	Amount:

Accounting Distribution 1:	Accounting Distribution 2:	Accounting Distribution 3:
Fund: 2102	Fund: 2103	Fund: 2104
Appr: R2917401	Appr: R297402	Appr: R297403
FinDeptID: R2937714	FinDeptID: R2937714	FinDeptID: R2937714
CC1: 27822	CC1: 27822	CC1: 27822
Amount: 2,212.00	Amount: 11,000.00	Amount: 1,000.00

Contract Start Date: July 15, 2013

Expiration Date: June 30, 2015

Contractor Name and Address: Aitkin County  
c/o Debra Exsted  
Aitkin County Sheriff's Office  
217 Second Street Northwest, Room 185  
Aitkin, MN 56431



## STATE OF MINNESOTA GRANT AGREEMENT

This grant agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources ("STATE") and Aitkin County, 217 Second Street NW, Room 185, Aitkin, MN 56431 ("GRANTEE").

### Recitals

1. Under Minn. Stat. 84.024 the State is empowered to enter into this grant.
2. The State, under Laws of Minnesota 2013 Chapter 114, Article 3, Section 4, Subdivision 7, is authorized to provide reimbursement grants to counties to cover costs related to labor and equipment in the enforcement of off highway vehicle laws, rules and regulations, as well as holding staff training in the same, and providing local youth training classes, in the manner described in the Grantee's Proposed Budget.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to Minnesota Statutes §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

### Grant Agreement

#### 1 Term of Grant Agreement

- 1.1 **Effective date:** July 15, 2013, or the date the State obtains all required signatures under Minnesota Statutes §16C.05, subdivision 2, whichever is later.

**The Grantee must not begin work under this grant agreement until this agreement is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.**

- 1.2 **Expiration date:** June 30, 2015, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

#### 2 Grantee's Duties

The Grantee, who is not a state employee, will be reimbursed once annually, for only eligible OHV Safety Enforcement Grants, including one or more of the following:

- Grantee staff time to participate in OHV/ATV activities, including attendance at training classes, also holding local safety training education programs for local riders. Training of grantee staff working to enforce any OHV related law, rule or regulation is **MANDATORY**.
- Purchase of ATVs for use in patrolling;
- ATV maintenance, fuel and enforcement related costs;
- Trailers, trailer maintenance and repair (not costs related to towing vehicle repair);
- Helmets and other related protective gear (no standard uniforms or equipment);
- Other equipment dedicated solely to Off Highway Vehicle Enforcement work.

Submit ANNUAL Performance Reports and Reimbursement Requests for each year of participation in this Program. All needed documents to accomplish this are posted on the DNR website. The Grantee will be responsible for the administration, supervision, management, record keeping and program oversight required for the work performed under this agreement. Further, the Grantee is responsible for maintaining an adequate conflict of interest policy. Throughout the term of this agreement, the Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.



POST on the Grantee's website, a copy of the two page performance report, in accordance with 2009 Laws of Minnesota, Chapter 37, Article 1, Section 4, subdivision 1.

### 3 Time

The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence.

### 4 Consideration and Payment

4.1 **Consideration.** Funds made available pursuant to this Agreement shall be used only for expenses incurred in performing and accomplishing the purposes and activities specified herein. Notwithstanding all other provisions of this Agreement, it is understood that any reduction or termination of funds allocated to the State may result in a like reduction to the Grantee. The State will pay for all services performed by the Grantee under this grant agreement as follows:

(a) **Compensation.** The Grantee will be reimbursed up to \$14,212.00 in state fiscal year 2014, for expenses incurred between the effective date of the grant and June 30, 2014, and \$14,212.00 in fiscal year 2015, for expenses incurred between July 1, 2014, and June 30, 2015, as determined by the grant funding formula.

(b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed \$28,424.00.

#### 4.2. Payment

(a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be properly dated, and submitted in a timely manner, according to the following schedule:

Invoices for state fiscal year 2014 must be submitted **before** June 30, 2015. Invoices for state fiscal year 2015 must be submitted **before** June 30, 2016. Only submit **ONE** invoice for the total expenses incurred during each state fiscal year.

### 5 Conditions of Payment

All services provided by the Grantee under this grant agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law, or, for expenses incurred prior to the effective dates for each program year.

Eligible reimbursement costs may not exceed \$14,212.00 prior to July 1, 2014.

Eligible reimbursement costs may not exceed \$14,212.00 prior to July 1, 2015.

### 6 Authorized Representative

The State's Authorized Representative is Chuck Niska, Program Manager SR, MN DNR Division of Enforcement, Box 47, 500 Lafayette Road, St. Paul, MN 55155-4047, (612) 756-4165, [chuck.niska@state.mn.us](mailto:chuck.niska@state.mn.us), or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted



for payment.

The Grantee's Authorized Representative is Debra Exsted, Administrator, Aitkin County Sheriff's Office, 217 Second Street NW, Aitkin, MN 56431, (218) 927-7431, [sheriff@co.aitkin.mn.us](mailto:sheriff@co.aitkin.mn.us). If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

**7 Assignment, Amendments, Waiver, and Grant Contract Complete**

**7.1 Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.

**7.2 Amendments.** Any amendments to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.

**7.3 Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.

**7.4 Grant Agreement Complete.** This grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

**8 Liability**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

**9 State Audits**

Under Minn. Stat. §16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

**10 Government Data Practices and Intellectual Property**

**10.1. Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

**11 Workers' Compensation**

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State



employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

**12 Publicity and Endorsement**

**12.1 *Publicity.*** Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement.

**12.2 *Endorsement.*** The Grantee must not claim that the State endorses its products or services.

**13 Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**14 Termination**

**14.1 *Termination by the State.*** The State may cancel this Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

**15 American Disabilities Act**

The Grantee must comply with the accessibility guidelines.

**15.1 Americans with Disability Act Accessibility Guidelines for Buildings and Facilities ADAAG, 2002).**

**16 Invasive Species Protection**

The DNR requires active steps to prevent or limit the introduction establishment and spread of invasive species during contracted work. The Grantee shall prevent invasive species from entering into or spreading within a county by inspecting, cleaning, draining and drying equipment prior to arriving at an enforcement site.

**17 Data Disclosure**

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.



**1. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. ' ' 16A.15 and 16C.05.*

Signed: Brenda Medel

Date: 7/23/13

**3. STATE AGENCY**

By: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

SWIFT Contract/PO No(s) 65983 / 3000043070  
(both yrs)

**2. GRANTEE**

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: \_\_\_\_\_

Title: Chair, Board of Commissioners

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: Sheriff

Date: \_\_\_\_\_

Distribution:  
Agency  
Grantee  
State's Authorized Representative - Photo Copy



Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 8/07/2013

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager *Bobbie Danielson*

Title of Item:

Safety Committee / Emergency Action Plan for Employees

Requested Meeting Date: 8/13/2013 Estimated Presentation Time: Consent Agenda

Presenter: Bobbie Danielson

**Type of Action Requested** (check all that apply)

- ☐ For info only, no action requested ☒ Approve under Consent Agenda  
☐ For discussion only with possible future action ☐ Adopt Ordinance Revision  
☐ Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)  
☒ Approve/adopt proposal by motion ☐ Approve/adopt proposal by resolution (attach draft resolution)  
☐ Authorize filling vacant staff position  
☐ Request to schedule public hearing or sale ☐ Other (please list) \_\_\_\_\_  
☐ Request by member of the public to be heard  
☐ Item should be addressed in closed session under MN Statute \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget? Yes \_\_\_\_\_ No \_\_\_\_\_ (attach explanation) n/a  
What type of expenditure is this? ☐ Operating ☐ Capital ☐ Other (attach explanation) n/a  
Revenue line account # that funds this item is: \_\_\_\_\_  
Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. ☐ Yes ☒ No (workload)  
Applicable job description(s) may require revision. ☐ Yes ☒ No  
Item may impact a bargaining unit agreement or county work policy. ☐ Yes ☒ No  
Item may change the department's authorized staffing level. ☐ Yes ☒ No

BJD
HR Review

**Supporting Attachment(s)**

- ☒ Memorandum Summary of Item  
☐ Copy of applicable county policy and/or ordinance (excerpts acceptable)  
☐ Copy of applicable state/federal statute/regulation (excerpts acceptable)  
☐ Copy of applicable contract and/or agreement  
☐ Original bid spec or quote request (excluding complex construction projects)  
☐ Bids/quotes received (excluding complex construction projects, provide comparison worksheet)  
☐ Bid/quote comparison worksheet  
☐ Draft County Board resolution  
☐ Plat approval check-list and supporting documents  
☐ Copy of previous minutes related to this issue  
☐ Other supporting document(s) (please list) \_\_\_\_\_

**Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.**




# AITKIN COUNTY HUMAN RESOURCES

**Bobbie Danielson, HR Manager**  
bobbie.danielson@co.aitkin.mn.us  
**Nicole Visnovec, HR Specialist**  
nicole.visnovec@co.aitkin.mn.us

Phone 218-927-7306  
Job Hotline 218-927-7393  
Fax 218-927-7374  
www.co.aitkin.mn.us

To: County Commissioners  
Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager 

Date: August 7, 2013

Subject: Safety Committee Recommendation / Emergency Action Plan for Employees

## Background

The Safety Committee is currently working on developing and/or updating a number of safety policies and procedures, seeking input from department heads and staff. The first one is an Emergency Action Plan for Employees, copy attached for your review.

It is unclear whether older versions of this plan were ever adopted by the Board, or not. Just in case, we're asking that any prior versions be replaced by this new plan.

## Action Requested

Motion to adopt the attached Emergency Action Plan for Employees, effective August 13, 2013, noting upon approval by the Board, this Plan shall replace and supersede all prior Emergency Action Plans for employees.

If you have any questions or require additional information prior to the meeting, please feel free to contact me.



**AITKIN COUNTY**  
**EMERGENCY ACTION PLAN**  
**FOR EMPLOYEES**

**INCLUDING SOME OF THE KEY OSHA REQUIREMENTS FOR EMERGENCIES**

Implemented [insert date, pending board approval 8/13/2013]



# EMERGENCY ACTION PLAN

## Table of Contents

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## **INTRODUCTION**

### **Purpose**

This Emergency Action Plan is for internal use only. It is different than the “county-wide” local Emergency Operations Plan (EOP\*) prepared by the County Emergency Management Director that addresses the general public and Aitkin County as a whole and does not include Public Health Pandemic Preparedness which is coordinated by local Public Health officials. This Emergency Action Plan is for Aitkin County Employees only.

This Emergency Action Plan covers designated actions department heads and employees must take to ensure employee safety from fire and other emergencies. The goal is to protect lives and property in the event of an emergency. Management and employee commitment and support are critical to the plan’s success. Each employee is responsible for knowing their role in the event of an emergency.

\*A copy of the Aitkin *County-Wide* Emergency Operations Plan can be obtained from the Sheriff’s Office.

## **EMERGENCY PLANNING**

### **Contacting Employees**

Each department shall establish a system to communicate and get in touch with staff, whether to let employees know the organization is closed or to contact certain employees in the event of a catastrophe. This can be as low-tech as a phone card that employees can carry in their wallets listing names and phone numbers, or it can be a phone tree or system of sending voicemail, text messages, and/or email to multiple employees at once. Department heads are encouraged to test the system annually to see if it is possible to contact everyone.

Keep in mind, during a disaster or an interruption, you can’t always count on being able to dial in, log in, or walk in. Also, in the event of an emergency, it could be important to have ready access to important personal information about your staff. This includes their home telephone numbers and the names and telephone numbers of their next of kin.

### **Train and Practice Drills**

The best way to protect employees and the organization is to prepare to respond to an emergency before it happens. Few people can think clearly and logically in a crisis, so it is important to do so in advance, when you have time to be thorough.

Department heads are required to train employees on their individual roles and responsibilities, hazards, notification and communication procedures, means for locating family members in an emergency, emergency response procedures, evacuation, shelter, and accountability procedures, location and use of common emergency equipment, and emergency shutdown procedures. Once department heads have reviewed the emergency action plan with employees and everyone has had the proper training, it is recommended to hold practice drills annually or as often as necessary to keep employees prepared. After each drill, gather management and employees in the department to evaluate the effectiveness of the drill. Identify the strengths and weaknesses of the plan and work to improve it.

## **MEDIA PROCEDURES**

All staff must refer media to a County spokesperson. The County assumes responsibility for issuing public statements during an emergency.

The County Administrator or designee will serve as the County spokesperson.



## **WORKPLACE EMERGENCY DEFINED**

A workplace emergency is an unforeseen situation that threatens employees, customers, or the public; disrupts or shuts down business operations; or causes physical or environmental damage. Emergencies may be natural or manmade and include the following:

- Floods,
- Tornadoes,
- Fires,
- Toxic gas releases,
- Chemical spills,
- Explosions,
- Civil disturbances, and
- Workplace violence resulting in bodily harm and trauma.

## **CHAIN OF COMMAND AND AUTHORITY TO ORDER AN EVACUATION OR SHUTDOWN**

The County Administrator, in cooperation with Sheriff, is responsible to lead and coordinate the emergency plan and evacuation. They are responsible:

- for assessing the situation to determine whether an emergency exists requiring activation of the emergency procedures;
- supervising all efforts in the area, including evacuating personnel;
- coordinating outside emergency services, such as medical aid and local fire departments, and ensuring that they are available and notified when necessary;
- directing the shutdown of business operations when required;
- training employees designated to assist in emergency evacuation procedures and who remain to operate critical business operations before they evacuate, so they are capable of recognizing when to abandon the operation and evacuate themselves.

Department Heads and Supervisors will serve as additional emergency action plan coordinators to assist employees during an emergency.

## **CRISIS MANAGEMENT TEAM MEMBERS AND RESPONSIBILITIES**

### **Crisis Management Team**

The Aitkin County Crisis Management Team members are:

County Administrator  
County Sheriff  
County Attorney  
HHS Director and other HHS/Public Health staff as assigned by the Director  
County Engineer  
County Auditor  
Business and Marketing Manager, Long Lake Conservation Center (LLCC)  
Human Resources Director  
IT Director  
Building Maintenance Supervisor



Other employees may be called upon to assist as needed. The County Administrator, in cooperation with the County Sheriff, is in charge of making decisions, including but not limited to when to evacuate facilities.

### **Crisis Management Team Duties and Responsibilities**

At his or her discretion, the County Administrator will:

- Convene the Crisis Management Team.
- Implement emergency procedures and evacuation orders, in cooperation with the Sheriff.
- Notify County Commissioners. An emergency meeting of the County Board may be called when deemed necessary by the County Administrator or Board Chair.
- Notify community agencies, if necessary.
- Serve as the media spokesperson.
- Implement steps for recovery and business continuity.

County Sheriff will:

- Implement emergency procedures and staff evacuation orders, in cooperation with the County Administrator.
- Serve as the media spokesperson if requested, in absence of the County Administrator.

Other Members of the Crisis Management Team will:

- Serve as the media spokesperson if requested, in absence of the County Administrator.
- Assist the County Administrator and Sheriff as directed.

### **EVACUATION PROCEDURES, INCLUDING ROUTES AND EXITS**

Evacuation procedures that show evacuation routes and exits shall be posted prominently in each department for all employees to see. Each department head will designate primary and secondary evacuation routes and exits. To the extent possible under the conditions, they will ensure that evacuation routes and emergency exits meet the following conditions:

- Clearly marked and well lit;
- Wide enough to accommodate the number of evacuating personnel;
- Unobstructed and clear of debris at all times; and
- Unlikely to expose evacuating personnel to additional hazards.

Department heads shall assign employees who are responsible for assisting coworkers with disabilities, checking offices, conference rooms, bathrooms, and other spaces before being the last person to exit the area. These employees may also be tasked with ensuring that fire doors are closed when exiting. All employees designated to assist in emergency evacuation procedures shall be trained by the Building Maintenance Supervisor in the complete workplace layout and various alternative escape routes if the primary evacuation route becomes blocked.

### **PROCEDURES FOR ASSISTING PEOPLE WITH DISABILITIES**

Some people may have hearing, vision, speech, cognitive or intellectual limitations. Others may have limited proficiency in English. These people may not be able to take in or respond to information. In an emergency, they may not be able to hear verbal messages or see directional signs. In addition, they may not understand how to seek help. Employees will offer to assist these individuals during an evacuation.



Department heads will ensure that emergency routes and exits are clear of debris at all times so there are no obstructions for wheelchair users. Elevators will not be used for evacuation purposes.

## **ACCOUNTING FOR STAFF FOLLOWING AN EVACUATION**

Accounting for all employees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. To ensure the fastest, most accurate accountability of employees, designated assembly areas will be utilized. Employees are required to report to the assembly area after evacuating. Each department must take a head count after the evacuation and identify the names and last known locations of anyone not accounted for and pass them to the County Administrator.

Employees who had clients or other customers with them at the time of evacuation will notify their department head of anyone not accounted for at the assembly area so that information can also be passed on to the County Administrator.

In the event the incident expands and further evacuation is needed, the County Administrator or Sheriff may send employees home by normal means, direct them to an alternate assembly area, or provide them with transportation to an offsite location.

## **RESCUE OR MEDICAL DUTIES**

Rescue work will be left to those who are trained, equipped, and certified to conduct rescues. The employer provides periodic First Aid and CPR/AED training onsite. Employees who are interested in this training may contact their department head. Department heads may contact the Human Resources department for upcoming First Aid and CPR/AED training schedules.

## **EMERGENCY PHONE NUMBERS**

Dial 911 for fire, ambulance, and police.	
American Red Cross	(800) 950-4275
Statewide Division of Emergency Management	(800) 422-0798
Disaster Assistance	(800) 404-2236
Crisis Line and Referral Services	(800) 462-5525

## **FLOODS**

Once a river reaches flood stage, the flood severity categories used by the National Weather Service include minor flooding, moderate flooding, and major flooding. Each category has a definition based on property damage and public threat.

**Minor Flooding** - minimal or no property damage, but possibly some public threat or inconvenience.

**Moderate Flooding** - some flooding of structures and roads near streams. Some evacuations of people and/or transfer of property to higher elevations are necessary.

**Major Flooding** - extensive flooding of structures and roads. Significant evacuations of people and/or transfer of property to higher elevations.



The impacts of floods vary locally. Employees must use extreme caution if venturing near riverbanks and move to higher ground immediately should rising water threaten their safety. Most flood deaths occur in automobiles. Employees should not walk through areas where water covers roadways or drive vehicles into areas where the water covers the roadway. Flood waters are usually deeper than they appear. Just one foot of flowing water is powerful enough to sweep vehicles off the road.

## **Flood Duties and Responsibilities, Department Heads and Supervisors**

When a Flood Watch has been issued in the area, department heads and supervisors will:

- Monitor Emergency Alert Stations or National Weather Service, and stay in contact with local emergency management officials.
- Review evacuation procedures with employees and visitors.

When a Flood Warning has been issued in the area, department heads and supervisors will:

- Advise staff and, as needed, implement emergency procedures and staff evacuation orders, as directed by the County Administrator or Sheriff.

## **SEVERE THUNDERSTORMS**

### **Severe Thunderstorm Watch**

A severe thunderstorm watch tells you when and where severe thunderstorms are likely to occur. Watch the sky and stay tuned to the National Weather Service, radio, or television for information.

### **Severe Thunderstorm Watch Procedures**

When the National Weather Service issues a severe thunderstorm watch, it will be communicated by Dispatch to all employees via email. The notification will include the following information/instructions:

- County is under a severe thunderstorm watch
- Time severe thunderstorm watch expires
- Normal routine will not be interrupted unless a severe thunderstorm warning is issued
- If a severe thunderstorm warning is issued for Aitkin County, proceed immediately to the nearest designated storm shelter in your building.

### **Severe Thunderstorm Warning**

A severe thunderstorm warning is issued when severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property to those in the path of the storm.

### **Severe Thunderstorm Warning Procedures**

When the National Weather Service issues a severe thunderstorm warning, all employees and visitors will proceed to the nearest designated storm shelter area in the building where they are located.



## **Thunderstorm Guidelines**

Guidelines for what you should do if a thunderstorm is likely in your area:

- Postpone outdoor work activities.
- Get inside a building or hard top automobile (not a convertible). Although you may be injured if lightning strikes your car, you are much safer inside a vehicle than outside.
- Remember, rubber-soled shoes and rubber tires provide NO protection from lightning.
- However, the steel frame of a hard-topped vehicle provides increased protection if you are not touching metal.
- Secure outside doors. Close window blinds, shades, or curtains.
- Use a corded telephone only for emergencies. Cordless and cellular telephones are safe to use.
- Use a battery-operated Weather Radio for updates from local officials.

## **Lightning Safety Tips for Inside the Building**

Avoid contact with corded phones, electrical equipment or cords, and plumbing. If you plan to unplug any electronic equipment, do so well before the storm arrives. Stay away from windows and doors. Do not lie on concrete floors or lean against concrete walls.

## **Places to Avoid during a Severe Thunderstorm / Employees in the Field**

Avoid natural lightning rods, such as a tall isolated tree in an open area, hilltops, open fields, the beach, or a boat on the water. Avoid isolated sheds or other small structures in open areas and anything metal, such as tractors, farm equipment, motorcycles, golf carts, golf clubs, and bicycles.

For employees who are in the field, see also the tornado/storm shelter areas below, sections “Employees in a Vehicle” and “Employees in the Outdoors”.

## **Severe Thunderstorm Duties and Responsibilities, Department Heads and Supervisors**

When a severe thunderstorm warning has been issued, department heads and supervisors will:

- Gather employee rosters and weather alert radio.
- Direct employees and visitors to proceed in a quick and orderly manner to the nearest storm shelter in the building.
- Instruct employees and visitors not to leave the building.
- Take roll call upon arriving at the shelter area. Report missing people to the County Administrator.

## **Severe Thunderstorm Duties and Responsibilities, Employees**

When a severe thunderstorm warning has been issued, employees will:

- Employees with a weather alert radio should bring the radio to the storm shelter area.
- Proceed to the nearest designated shelter area in the building by the quickest route, assisting clients, customers, and/or individuals with disabilities.
- Move quickly but in an orderly manner so that all may arrive safely.
- Take a seat in the shelter area or calmly remain standing.
- Remain in the shelter until the weather threat is over. Note, there is no “all clear” signal



given – this will typically be provided by listening to the radio or TV station, or by contacting the County’s dispatch center.

## **TORNADOS**

Tornados are nature’s most violent storms. Spawned from powerful thunderstorms, tornados can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour.

### **Tornado Watch**

Weather conditions are considered favorable for tornados to form in and near the watch area. These conditions are determined by the National Weather Service which transmits the watch information through weather radio, television and radio. When a tornado watch has been issued, employees should monitor the weather radio, local radio or television for additional watches or warnings.

### **Tornado Watch Procedures**

When the National Weather Service issues a tornado watch, it will be communicated by Dispatch to all employees via email. The notification will include the following information/instructions:

- County is under a tornado watch
- Time tornado watch expires
- Normal routine will not be interrupted unless a tornado warning is issued
- If the weather radio or outside sirens sound indicating a tornado warning for Aitkin County, proceed immediately to the nearest tornado/storm shelter area in your building.

### **Tornado Warning**

A tornado warning means that a tornado has been sighted by the public or local law enforcement, or that Doppler radar has indicated an area of rotation that could develop, or has developed, into a tornado. **Take shelter immediately.** Remember that tornados can form and move quickly; therefore, there may not be adequate time to issue a warning. If severe thunderstorms occur, be alert to the fact that a thunderstorm could trigger a tornado, and be prepared.

### **Tornado Warning Procedures**

When the National Weather Service issues a tornado warning, the tornado sirens will be activated. All employees and visitors will proceed to the nearest designated tornado/storm shelter area in the building where they are located. Shelter areas depend on your location at the time of the tornado warning. If you are in a building, stay in that building and go to the nearest designated tornado/storm shelter area. Designated shelter areas include areas such as a basement. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls.

Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.



If you are outside, immediately enter the nearest building and proceed to the nearest designated tornado/storm shelter area. If you are outside with no shelter, lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding. Do not get under an overpass or bridge. You are safer in a low, flat location.

Never try to outrun a tornado in a car or truck. Instead, leave the vehicle immediately for safe shelter. Watch out for flying debris. Flying debris from tornados causes most fatalities and injuries.

### **Places to Avoid During a Tornado / Employees in the Field**

Avoid all outside walls, elevators and windows of buildings. Avoid any low-lying area that could flood. Do not use vehicles for shelter. Avoid building areas with large roof spans.

For employees who are in the field, see also the tornado/storm shelter areas below, sections “Employees in a Vehicle” and “Employees in the Outdoors”.

### **Tornado Duties and Responsibilities, Department Heads and Supervisors**

When a tornado warning has been issued, department heads and supervisors will:

- Gather employee rosters and weather alert radio.
- Direct employees and visitors to proceed in a quick and orderly manner to the nearest tornado/storm shelter area in the building.
- Instruct employees and visitors not to leave the building.
- Take roll call upon arriving at the shelter area. Report missing people to the County Administrator.

### **Tornado Duties and Responsibilities, Employees**

When a tornado warning has been issued, employees will:

- Employees with a weather alert radio should bring the radio to the tornado/storm shelter area.
- Proceed to the nearest designated shelter area in the building by the quickest route, assisting clients, customers, and/or individuals with disabilities.
- Move quickly but in an orderly manner so that all may arrive safely.
- Take a seat in the shelter area or calmly remain standing.
- Remain in the shelter until the tornado warning is over. Note, there is no “all clear” signal given – this will typically be provided by listening to the radio or TV station, or by contacting the County’s dispatch center.



## TORNADO / STORM SHELTERS AREAS

In the event of severe weather conditions, occupants of the following buildings should go to the storm shelter area indicated:

Building or Worksite	Tornado/Storm Shelter Areas
<p>Courthouse and West Annex HHS Sheriff's Office and Jail</p>	<p><b>During a severe thunderstorm warning:</b> Interior room in the building. This may be an office, hallway, restroom, or similar enclosed room.</p> <p><b>During a tornado warning:</b> Basement of the building they are currently in.</p>
<p>Employees in a Vehicle</p>	<p><b>During a severe thunderstorm warning:</b> Do not drive unless necessary. Tune in to your radio to stay informed of approaching storms. Turn on your headlights and slow down. Allow extra distance for braking. Pull safely onto the shoulder of the road away from any trees that could fall on the vehicle. Stay in the car and turn on the emergency flashers until the heavy rains subside. An automobile provides better insulation against lightning than being in the open. Avoid contact with any metal conducting surfaces either inside your car or outside. Avoid flooded roadways and downed power lines.</p> <p><b>During a tornado warning:</b> Do not drive during tornado conditions. Never try to out-drive a tornado in a vehicle. Tornadoes can change direction quickly and can lift a car or truck and toss it through the air. Get out of your vehicle immediately and seek shelter in a nearby building. If there is no time to get indoors, or if there is no nearby shelter, get out of the car and lie in a ditch or a low-lying area away from the vehicle. Be aware of the potential for flooding. Lie flat and face-down, protecting the back of your head with your arms. Avoid seeking shelter under bridges, which can create deadly traffic hazards while offering little protection against flying debris.</p>
<p>Employees in the Outdoors</p>	<p><b>During a severe thunderstorm warning:</b> If possible, seek shelter in a vehicle or sturdy building.</p> <p>Avoid the following: Natural lightning rods such as a tall, isolated tree in an open area. Hilltops, open fields, the beach, or a boat on the water. Isolated sheds or other small structures in open areas. Anything metal—tractors, farm equipment, motorcycles, golf carts, golf clubs, and bicycles.</p> <p><b>During a tornado warning:</b> If possible, seek shelter in a sturdy building. If not, lie flat and face-down on low ground, protecting the back of your head with your arms. Get as far away from trees and cars as you can; they may be blown onto you in a tornado.</p>

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## TORNADO/STORM SHELTERS AREAS, CONTINUED

Land Department Parks Shop	<p><b>During a severe thunderstorm warning:</b> Interior room in the building. This may be an office, hallway, restroom, or similar enclosed room.</p> <p><b>During a tornado warning:</b> Basement of the Aitkin County Courthouse if time allows. Otherwise, to an enclosed, windowless area in the center of the building -- away from glass. Then, crouch down and cover your head.</p>
Long Lake Conservation Center	<p><b>During a severe thunderstorm warning:</b> Interior room in the building. This may be an office, hallway, restroom, or similar enclosed room.</p> <p><b>During a tornado warning:</b> Northstar Lodge inner hall or the Marcum House "show room" if time allows. Otherwise, to an enclosed, windowless area in the center of the building -- away from glass. Then, crouch down and cover your head.</p>
Road & Bridge Shops	<p><b>During a severe thunderstorm warning:</b> Interior room in the building. This may be an office, hallway, restroom, or similar enclosed room.</p> <p><b>During a tornado warning:</b> To an enclosed, windowless area in the center of the building -- away from glass. Then, crouch down and cover your head.</p>

## FIRES

Each department has an emergency procedures and evacuation plan to follow in the event of a fire. These are posted prominently in common areas and bulletin boards on each floor of the facility. Exits, fire extinguishers and first aid kits are located on each floor. All employees are expected to familiarize themselves with the location of such equipment.

If you see smoke or flames, immediately activate the nearest fire alarm and then call 911 from a safe location. If time allows, also notify the County Administrator. In the event that the fire alarm system is activated, all employees are to evacuate the building by following the procedures below.

### Procedures:

In the event of a fire alarm test, an appropriate announcement will be made *prior to the test* by the Building Maintenance department. If no such announcement is made, employees must assume the fire alarm was sounded for an actual fire emergency. In the event of an actual emergency, all employees should immediately stop whatever they are doing, remain calm and report to the designated assembly area for fire evacuation. If possible, the last person to exit each room should close the door. Under any and all circumstances, employees should remember that safety to life should always come first.



When evacuating, if the nearest stairwell is blocked by smoke, employees should use another stairwell. Employees should not use the elevator. It is the responsibility of all able staff to assist any persons with disabilities in descending the stairwell in a safe and quick manner. The department head will have made every attempt, however, to make prior arrangements with staff for these individuals to have assistance in evacuating the building in the event of an emergency.

Employees who arrive at the designated assembly area first must position themselves far enough away from the entrance door(s) and/or building to enable everyone to assemble and stand clear of emergency vehicles. The street must be kept clear, so as not to hamper the movement of emergency vehicles into the area.

The Building Maintenance Supervisor or designee will meet the fire department at the entrance to provide additional information. No one may reenter the building without permission from the County Administrator, Fire Chief, or Sheriff's Office representative.

### **Fire Evacuation Duties and Responsibilities, Department Heads and Supervisors**

When an evacuation occurs due to fire, department heads and supervisors will:

- Gather employee rosters and floor plans.
- Check the area before leaving, if it can be accomplished without risk to self.
- Take roll call upon arriving at the designated assembly area. Report missing people to the County Administrator.
- After consulting with the County Administrator or other appropriate officials, the department head may move employees and visitors to alternate locations. If weather is inclement or the building is damaged, the primary relocation center is Aitkin City Hall. The secondary relocation center is Westside Church. Maps to both locations are shown below.
- The County Administrator, Fire Chief, or Sheriff's Office representative will notify employees when they can reenter the building.
- The County Administrator will report the incident to the Fire Marshal as required by State Law.

### **Designated Assembly Areas for Fire Evacuation (Primary Relocation Center)**

<b>Building or Worksite on Fire</b>	<b>Designated Assembly Area</b>
Courthouse and West Annex HHS Sheriff's Office and Jail	Aitkin City Hall Council Meeting Room
Land Department Parks Shop License Center Road & Bridge, Aitkin Shop	Aitkin County Courthouse Aitkin County Courthouse Cold Storage Building
Long Lake Conservation Center Road & Bridge, Palisade Shop	Palisade Community Center
Road & Bridge, Hill City Shop	Hill City City Hall
Road & Bridge, Jacobson Shop	Jacobson Fire Hall
Road & Bridge, McGrath Shop	McGrath DNR Building
Road & Bridge, McGregor Shop	McGregor City Hall

If the designated assembly areas noted above are unsafe due to the circumstances, the secondary relocation center is the Westside Church, 810, 2<sup>nd</sup> Street NW, Aitkin, MN.



## DEMONSTRATION OR DISTURBANCE

In the event of a demonstration or disturbance, generally there will be no evacuation of the building. When a demonstration or disturbance develops, the County Administrator will, at his or her discretion:

- Notify police, if necessary.
- Notify Department Heads and County Commissioners.
- Initiate lock-down procedures, if deemed appropriate.
- Ask demonstrators to disperse.
- Contain unrest. Seal off area of disturbance.
- Move people involved in disturbance to an isolated area.
- Document incidents with recorder or take detailed notes.

When a demonstration or disturbance develops, department heads and employees will:

- Lock office doors and windows. Close window blinds.
- Keep employees and visitors calm.
- Not allow employees to leave the building until an all-clear signal is received from the County Administrator or Sheriff's Office representative.
- Take roll call. Attempt to contact employees who are away from the office, but are anticipated to return to notify them of the demonstration or disturbance, if deemed appropriate.
- Document all incidents.

## LOCKDOWN PROCEDURES

A lockdown is a temporary sheltering technique, e.g. 30 minutes to several hours, utilized to limit civilian exposure to an "active shooter" or similar incident. When alerted, employees of any building identified will lock all doors and windows not allowing entry or exit to anyone until an all-clear notice has been issued by law enforcement officials. This converts any building into a large "safe room". The Sheriff is responsible for on-scene incident command.

One means of securing the property is to implement lockdown procedures. Lockdown procedures may be used in situations involving hostile intruders or other incidents that may result in harm to persons inside the building. When instructed by the Sheriff or County Administrator to "Lockdown" specific areas or the entire facility, the following procedures are to be implemented.

**Recommended lockdown areas, if available given the circumstances:**

<b>If you are here:</b>	<b>Report to here:</b>
Courthouse, first floor	Basement in the Assessor's Office, Vault next to the IT Department, or private offices
Courthouse, second floor	Vault in either the Recorder's Office, Auditor's Office, or Treasurer's Office, or private offices
Courthouse, third floor	Jury Passage, or private offices
West annex, first floor	Basement in the Administration Department or other interior rooms or private offices; Sheriff's Administration Area.
West annex, second floor	Vault in Court Administrator's Office or private offices



HHS, first floor	Interview and Observation Rooms or private offices
HHS, second floor	Public Health meeting room or private offices
Land Department Shop	Vault or private offices
Long Lake Conservation Center	Interior rooms, depending on location in the facility.
License Center	Back Hallway and Restroom Areas
Road & Bridge, Aitkin Shop	Office, Shop lunch rooms, or private offices
Road & Bridge, All Other Shops	On-site Office

### **Procedures:**

Once the notice to "Lockdown" has been issued, take the following action:

- Follow instructions;
- Try to remain calm;
- Remain indoors, e.g. go to the recommended lockdown area, if available, or use your office or an interior room, a vault or conference room. Select a room that can be locked. When in "Lockdown" you are allowed to move about the facility for certain needs, e.g. bathroom, water, but you are not allowed to leave the building unless an all-clear has been issued by law enforcement;
- Lock all doors and windows, close blinds;
- Turn off all lights;
- Occupants should be seated below window level, toward the middle of a room away from windows and doors;
- Remain silent;
- Turn off all radios or other devices that emit sound;
- Silence cell phones;
- If gunshots are heard lay on the floor using heavy objects, e.g. tables, filing cabinets for shelter;
- If safe to do so, turn off gas and electric appliances, e.g. heater, fan, coffee maker, gas valves, lights and locally controlled ventilation systems, e.g. air conditioner. Use phones only for emergency notification to police or dispatch;
- Do not shelter in open areas such as hallways or corridors. Go to the nearest vault, office, conference room, or basement that can be locked.
- If outdoors seek nearby shelter, e.g. large trees, walls, mail boxes, and wait for additional instructions from law enforcement.
- Do not unlock doors or attempt to leave until instructed to do so by law enforcement officials.

### **Evacuation**

If you are instructed to evacuate a given building, follow directions given by law enforcement officials.

### **Alternative Shelter**

Should a lockdown be implemented, staff outdoors should seek immediate cover and concealment by using trees, mailboxes, walls, vehicles, fire hydrants or trash cans while waiting for instructions from law enforcement . Law enforcement will determine the most appropriate alternative shelters and have licensed peace officers assigned to secure those locations.



## **HOSTILE INTRUDER OR SHOOTING**

Over the past several years, there have been incidents of extreme violence committed at government centers, schools, and college campuses across the country. While we have been fortunate not to have experienced such an occurrence, it is prudent and responsible to set forth procedures in reference to the response and management of a hostile intruder incident. One of the key components to safety in the workplace and elsewhere is to be vigilant on being the eyes and ears of the public safety community and to report all suspicious activity to law enforcement.

Although the probability of such an incident occurring is minimal, it is our intent to make information available so that employees might increase their chances of survival in a hostile intruder situation. In the event that a person(s) threatens the personal safety of Aitkin County employees, please be aware of the following guidelines for hostile intruder situations.

These guidelines cannot cover every possible situation that might occur, but it is a tool that can reduce the number of injuries or death if put into action as soon as the situation develops. Time is the most important factor in the optimal management of these types of situations.

### **Notification of Hostile Intruder(s)**

You may be the first to encounter the hostile intruder by sight or sound (e.g., gunshots). If so, dial 911 as soon as you are safe to report the situation. If you are safe to report the situation, also notify the County Administrator and your department head. Aitkin County will use all means available to notify employees of the presence of a hostile intruder including email and phones.

Department Head and Supervisors may issue lock-down procedures whenever deemed necessary. (Refer to Lockdown Procedures section).

### **Hostile Intruder in the Building**

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within a building, and if you cannot escape the threat by getting out of the building without putting yourself in harm's way, we recommend the following procedures be implemented:

- If communication is available, dial 911.
- Implement lockdown procedures. Lock employees and visitors in an office or room, and if possible cover any windows or openings that have a direct line of sight into the hallway.
- If you are not in a room, try to get into one.
- Do not sound - or respond to - a fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit. Turn off the lights, lock the windows, and close the blinds or curtains.
- Stay away from the windows and doors.
- Keep everyone together. Try to remain as calm as possible.
- Keep rooms secure until law enforcement arrives and gives directions.
- Stay out of open areas and be as quiet as possible.

If for some reason you are caught in an open area such as a hallway, you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death.



- If you think that you can safely make it out of the building by running, then do so. If you decide to run do not run in a straight line. Attempt to keep objects such as desks, cabinets, fixtures, etc. between you and the hostile person(s) to block your view from the intruder. When away from the immediate area of danger summon help any way you can and warn others.
- You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
- If the person(s) are causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are around you.
- If you are confronted by the hostile intruder, cannot run away, and feel that your life is in danger you will have to decide if it is necessary to fight back to survive.

#### **CLEARLY THIS OPTION IS A LAST RESORT:**

- Throw things at the intruder's head to first create a distraction. This may even buy enough time to allow you to run away.
- If you are with others, attack as group all at once.
- If you are caught by the intruder and are not going to fight back, obey all commands and do not look the intruder in the eyes. Be respectful. Ask permission to speak and do not argue or make suggestions.
- Once law enforcement arrives, obey all commands. This may involve your being handcuffed, or keeping your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

#### **SERIOUS DEATH OR INJURY**

When a serious injury or death incident occurs on county property, department heads, supervisors, and/or employees will:

- Dial 911. If possible, do not leave the victim unattended.
- If possible, isolate affected people and evacuate others.
- Initiate first aid, if trained.
- Do not move the victim, except if evacuation is absolutely necessary.
- If the person is suicidal, try to isolate him from other people. Prevent others from witnessing a traumatic event if possible. Stay with the person until law enforcement arrives. Do not leave a suicidal person alone.
- Notify the County Administrator.
- If it's an employee, notify the employee's Emergency Contact Person (on file in the HR office).

**When a serious injury or death incident occurs on county property, the County Administrator or designee will, at his or her discretion:**

- Notify appropriate department heads and County Commissioners.
- Activate the crisis management team.
- Direct witness(es) to the Employee Assistance Program and/or critical incident team.
- Determine method of notifying employees.
- Refer media to County Sheriff.

**When a serious injury or death incident occurs outside of work, the County Administrator or designee will, at his or her discretion:**



1. Activate the crisis management team as needed.
2. Notify appropriate department heads before normal operating hours.
3. Announce availability of counseling services for those who need assistance.
4. Implement post-crisis intervention:
  - a. Meet with critical incident team/EAP counselors .
  - b. Determine level of intervention for employees and/or witnesses.
  - c. Designate rooms as debriefing areas.
  - d. Direct affected employees in work unit and other "highly stressed" individuals to debriefing areas.
  - e. Assess stress level of employees. Recommend additional counseling, EAP, or debriefing as needed.
  - f. Follow-up with people who received debriefing.
  - g. Allow for changes in normal routines to address injury or death.

## **BOMB THREAT**

### **Bomb Threat Duties and Responsibilities, Employees**

When a Verbal Bomb Threat has been received, employees will:

- Record the phone call, if feature is available.
- Complete the "Bomb Threat Phone Report" and "Caller Identification Checklist" on the following page. Keep a copy of this form under your desk phone for quick and convenient access, if necessary.
- Listen closely to the caller's voice and speech patterns and to noises in the background.
- After hanging up the phone, immediately notify the Sheriff's Office, County Administrator, and your Department Head.
- Evacuate to a safe distance outside of buildings, perhaps to the motor pool garage if deemed appropriate based on the circumstances.
- Do not use cell phones or two way radios. Bring vehicle keys. Do not enter vehicles.
- Unless asked by fire or law enforcement official to help search their work area, no employee may re-enter the building without permission from the County Administrator or designee.

When a Written Bomb Threat has been received, employees will:

- Immediately notify the Sheriff's Office, County Administrator, and your Department Head.
- Avoid any unnecessary handling of the note. It is considered evidence by law enforcement. Law enforcement will collect the note as evidence.
- Evacuate to a safe distance outside of buildings, perhaps to the motor pool garage if deemed appropriate based on the circumstances.
- Do not use cell phones or two way radios. Bring vehicle keys. Do not enter vehicles.
- Unless asked by fire or law enforcement official to help search their work area, no employee may re-enter the building without permission from the County Administrator or designee.



## **Bomb Threat Duties and Responsibilities, Department Heads and Supervisors**

When a Bomb Threat has been received, department heads and supervisors will:

- Gather employee rosters and floor plans.
- Report any unusual activities/objects immediately to law enforcement or fire department personnel.
- Evacuate staff and visitors immediately to a safe distance outside of buildings, perhaps to the motor pool garage if deemed appropriate based on the circumstances.
- Take roll call upon arriving at the relocation center. Report missing people to the County Administrator.
- After consulting with the County Administrator or other appropriate officials, the Department Head may move employees and visitors to alternate locations.
- The County Administrator or designee will notify employees when they can re-enter the building.



## BOMB THREAT PHONE REPORT

1. Date and time call received:
2. Exact words of caller:
3. Remain calm and be firm. Keep the caller talking and ask these questions:
  - a. Where is the bomb?
  - b. What does the bomb look like?
  - c. When will it explode?
  - d. What will cause it to explode?
  - e. How do you deactivate it?
  - f. Why was it put there?
  - g. Did you place the bomb?
4. If the building is occupied, inform the caller that detonation could cause injury or death to innocent people.
5. If call is received on a digital phone, check to see the origin of the call.

### Caller Identification Checklist

Caller's identity: \_\_\_\_\_

Did caller sound familiar? ☐ Yes ☐ No If yes, describe \_\_\_\_\_

Did caller appear familiar with the building or area by his/her description of the device location?  
☐ Yes ☐ No If yes, describe \_\_\_\_\_

Sex/Age group: ☐ Male ☐ Female ☐ Juvenile ☐ Adult Approximate age: \_\_\_\_\_ Years

Origin of call: ☐ Local ☐ Long Distance ☐ Internal

Caller's voice:

<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow	<input type="checkbox"/> Deep
<input type="checkbox"/> Squeaky	<input type="checkbox"/> Stutter	<input type="checkbox"/> Crying	<input type="checkbox"/> Accent	<input type="checkbox"/> Righteous
<input type="checkbox"/> Distant	<input type="checkbox"/> Distorted	<input type="checkbox"/> Sincere	<input type="checkbox"/> Raspy	<input type="checkbox"/> Stressed
<input type="checkbox"/> Nasal	<input type="checkbox"/> Drunken	<input type="checkbox"/> Slurred	<input type="checkbox"/> Lisp	<input type="checkbox"/> Disguised
<input type="checkbox"/> Broken	<input type="checkbox"/> Calm	<input type="checkbox"/> Irrational	<input type="checkbox"/> Rational	<input type="checkbox"/> Angry
<input type="checkbox"/> Incoherent	<input type="checkbox"/> Excited	<input type="checkbox"/> Laughing		

Background noises:

<input type="checkbox"/> Voices	<input type="checkbox"/> Airplanes	<input type="checkbox"/> Street traffic	<input type="checkbox"/> Animals	<input type="checkbox"/> Party
<input type="checkbox"/> Quiet	<input type="checkbox"/> Music	<input type="checkbox"/> Horns	<input type="checkbox"/> Bells	<input type="checkbox"/> Trains
<input type="checkbox"/> Office machines		<input type="checkbox"/> Factory machines		

Name of employee receiving the call: \_\_\_\_\_

Telephone number call received at: \_\_\_\_\_

**Immediately after caller hangs up, report bomb threat to 9-1-1.**



## **BLOODBORNE PATHOGENS**

Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Employees who may encounter blood, urine, feces, vomitus, wounds, saliva, and other bodily fluids on the job shall receive bloodborne pathogens training. Tasks include, but are not limited to, providing emergency aid, nursing care, obtaining lab specimens, conducting sewer inspections, assessing of garbage, collecting contaminated water samples, working in tile and culvert conduits, mopping/cleaning, plumbing repairs, emptying trash, cleaning urinals, toilets, and drinking fountains, conducting pat and cell searches, responding to disturbances and fights, cleanup of blood/body fluid specimens, administering medication, chainsaw usage, and litter pickup.

Each department having employees with occupational exposure to bloodborne pathogens shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure. OSHA 1910.1030

The departmental policy shall be attached as an addendum and distributed to applicable employees.

## **EYE AND FACE PROTECTION**

Where the eyes or body of any employee may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided and properly maintained within the work area for immediate emergency use. OSHA 1910.133

## **RESPIRATORY PROTECTION**

It is the employer's intent to prevent atmospheric contamination as far as feasible by accepted engineering control measures, such as enclosed or confinement of the operation, general and local ventilation, and substitution of less toxic materials. When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators shall be used to control occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors. A respirator suitable for the purpose intended shall be provided to each employee when such equipment is necessary to protect the employee's health. OSHA 29 CFR 1910.134

## **HEAD PROTECTION**

A protective helmet that complies with ANSI standards shall be provided to each employee who works in areas where there is a potential for injury to the head from falling objects. Employees are required to wear the protective helmets when working in said areas. OSHA 29 CFR 1910.135

## **FOOT PROTECTION**

Employees who work in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where such employee's feet are exposed to electrical hazards are required to wear protective footwear. OSHA 29 CFR 1910.136



## **HAND PROTECTION**

Employees are required to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and/or harmful temperature extremes. OSHA 29 CFR 1910.138

## **PERMIT-REQUIRED CONFINED SPACES**

Each department having operations that take place in permit-required confined spaces shall implement and maintain a departmental confined spaces emergency action plan to include rescue procedures that specifically address entry into each confined space. (See also OSHA Publication 3138, Permit-Required Confined Spaces, and the National Institute for Occupational Safety and Health (NIOSH) Publication 80-106, Criteria for a Recommended Standard...Working in Confined Spaces.)

The departmental policy shall be attached as an addendum and distributed to applicable employees.

## **LOCKOUT/TAGOUT: THE CONTROL OF HAZARDOUS ENERGY**

Each department that performs the servicing and maintenance of machines and equipment in which the unexpected energization or start up of the machines or equipment, or release of stored energy, could harm employees shall implement and maintain a departmental lockout/tagout procedure and emergency action plan. Refer to OSHA 29 CFR 1910.147 for requirements.

The departmental policy shall be attached as an addendum and distributed to applicable employees.

## **HAZARDOUS SUBSTANCES / HAZARD COMMUNICATION**

Each department that uses or stores hazardous substances at the worksite faces an increased risk of emergency involving hazardous materials. The department head shall implement and maintain a departmental emergency action plan concerning hazardous substances.

OSHA's Hazard Communication Standard (29 CFR 1910.1200) requires employers who use hazardous chemicals to inventory them, keep the manufacturer-supplied Material Safety Data Sheets (MSDSs) for them in a place accessible to workers, label containers of these chemicals with their hazards, and train employees in ways to protect themselves against those hazards. A good way to start is to determine from your hazardous chemical inventory what hazardous chemicals you use and to gather the MSDSs for the chemicals. MSDSs describe the hazards that a chemical may present, list the precautions to take when handling, storing, or using the substance, and outline emergency and first-aid procedures.

For specific information on how to respond to emergencies involving hazardous materials and hazardous waste operations, refer to 29 CFR, Part 1910.120(q) and OSHA Publication 3114, Hazardous Waste and Emergency Response Operations. Both are available online at [www.osha.gov](http://www.osha.gov).

The departmental policy shall be attached as an addendum and distributed to applicable employees.



## **TOXIC SPILLS: SOLID, LIQUID, OR GAS**

Anything toxic – solid, liquid, or gas – can escape the thing it's contained in and create a spill. When it's a gas (or an aerosol version of a liquid or a solid), it's generally called a *release*. The toxic substance forms a cloud, but it's still a toxic spill. If a train derails or a tanker truck has an accident and a toxic spill occurs on water, land, or underground, an evacuation may be ordered by the County Administrator or law enforcement officials.

When employees are alerted to the fact that there's a toxic spill nearby, before anything else everyone should get inside, close all windows and doors, and turn off the air conditioning, heating, and fresh air ventilation systems.

If an evacuation is necessary, relocation facilities will vary based on the circumstances, but may include areas such as the Land Department shop, Road & Bridge facility, Long Lake Conservation Center, Aitkin County Fairgrounds, McGregor Airport/Industrial Park, City Parks or Campgrounds. (Maps attached.)

## **REPORTING HAZARDS**

Employees are required to promptly report workplace safety and health problems to their department head and/or the Human Resources Department so that the employer may attempt to eliminate or reduce the hazards.

## **QUESTIONS / MORE INFORMATION**

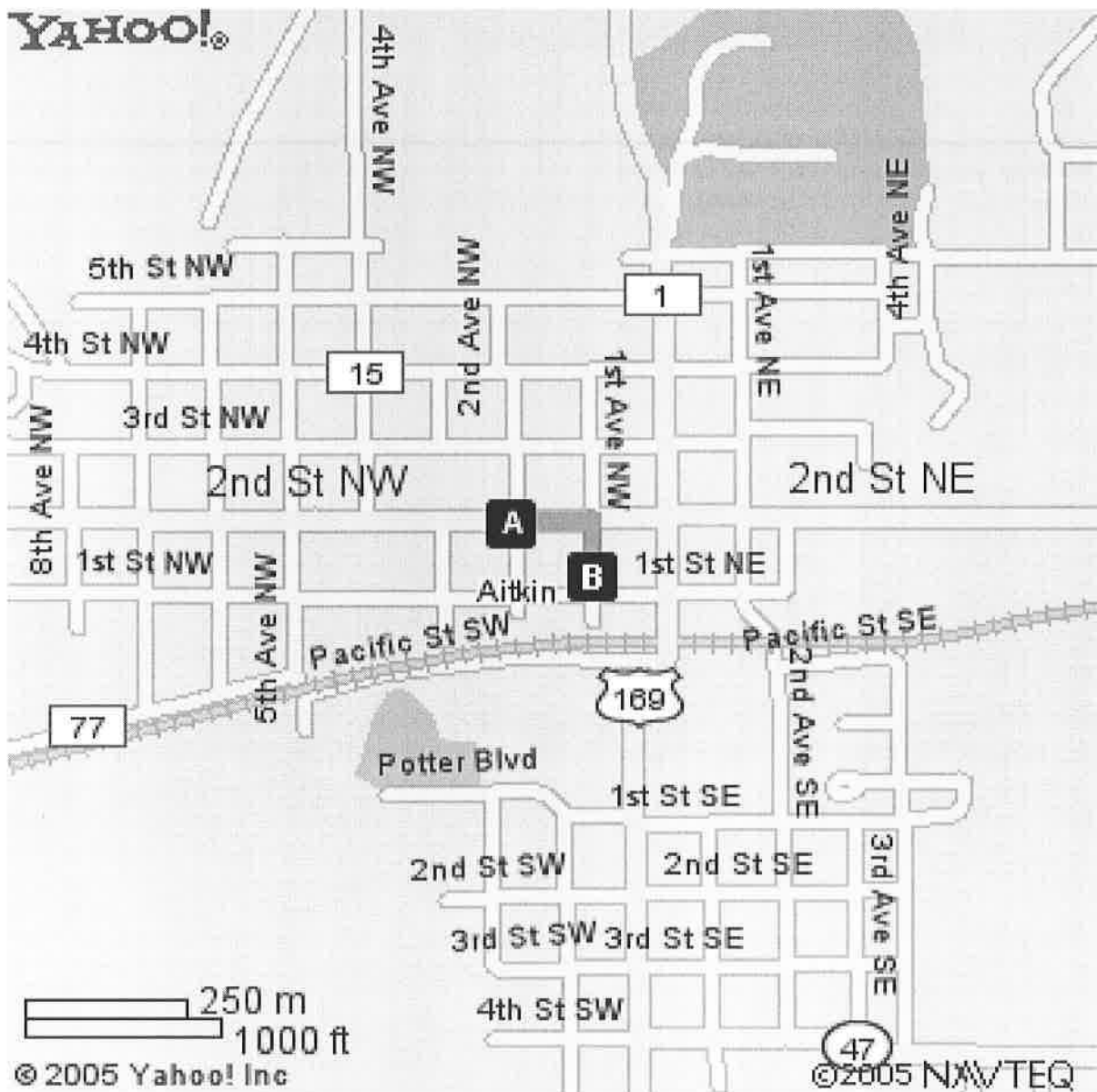
Employees may contact their department head or the Human Resources department at any time for more information about the Emergency Action Plan or for an explanation of their duties under the plan.



**PRIMARY DESIGNATED ASSEMBLY AREA FOR FIRE EVACUATION  
MAP SHOWING COURTHOUSE AND CITY HALL**

**A = Courthouse**

**B = Aitkin City Hall**

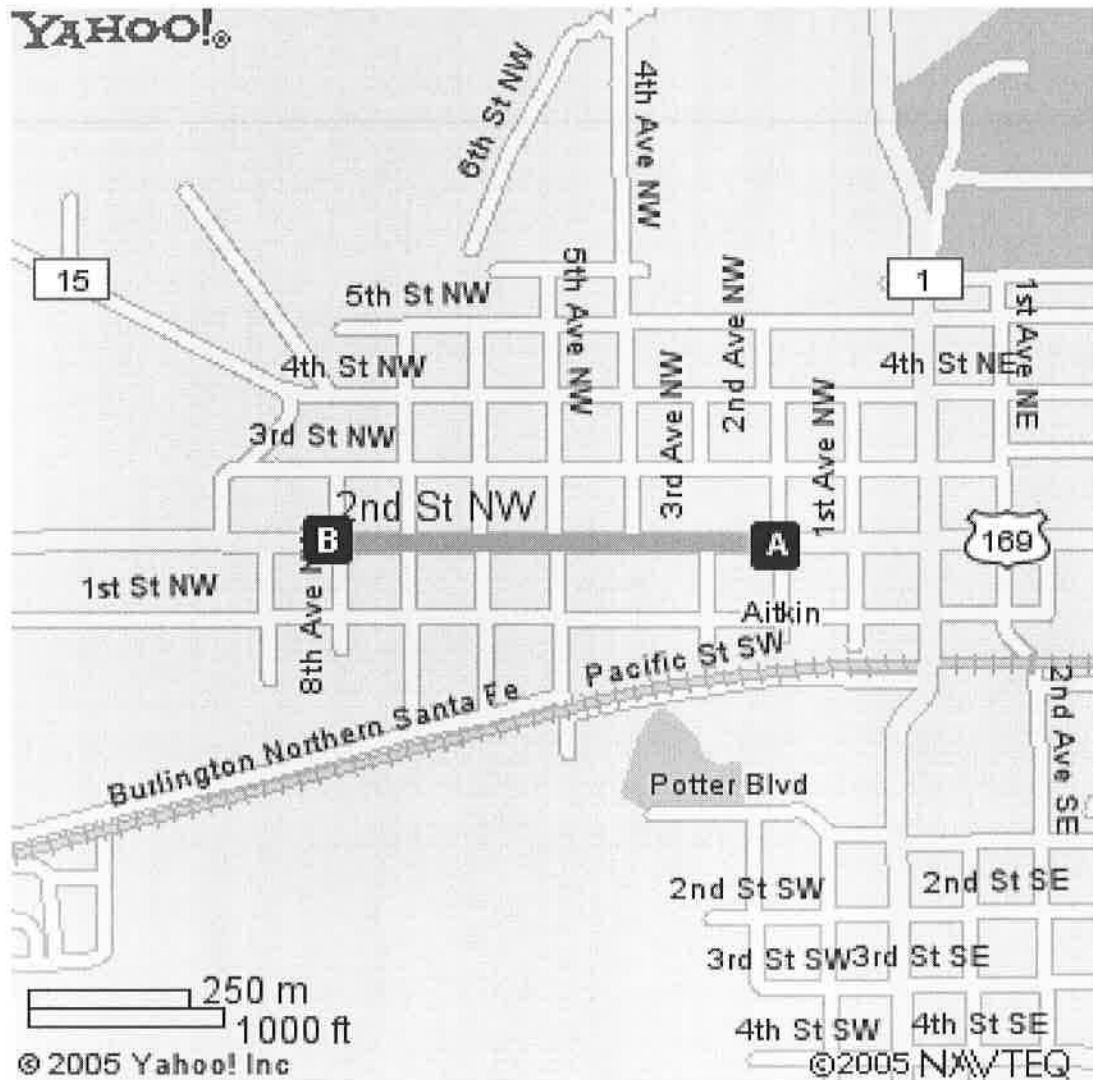




**SECONDARY DESIGNATED ASSEMBLY AREA FOR FIRE EVACUATION  
MAP SHOWING COURTHOUSE AND WESTSIDE CHURCH**

A = Courthouse

B = Westside Church



Will also attach maps to Land Dept shop, R&B Aitkin shop, LLCC, etc. on final copy. (Not included in board packet.)



Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners      Date: 8/6/13

Via: Patrick Wussow, County Administrator

From: Land Department

Title of Item: Request for road easement on County Tax Forfeited land

Requested Meeting Date: 8/13/13      Estimated Presentation Time: n/a

Presenter: M Jacobs

**Type of Action Requested** (check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> For info only, no action requested  | <input checked="" type="checkbox"/> Approve under Consent Agenda                                   |
| <input type="checkbox"/> For discussion only with possible future action   | <input type="checkbox"/> Adopt Ordinance Revision  |
| <input type="checkbox"/> Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison) |  |
| <input type="checkbox"/> Approve/adopt proposal by motion  | <input checked="" type="checkbox"/> Approve/adopt proposal by resolution (attach draft resolution) |
| <input type="checkbox"/> Authorize filling vacant staff position   |  |
| <input type="checkbox"/> Request to schedule public hearing or sale  | <input type="checkbox"/> Other (please list) _____   |
| <input type="checkbox"/> Request by member of the public to be heard   |  |
| <input type="checkbox"/> Item should be addressed in closed session under MN Statute _____   |  |

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget? ☐ Yes ☐ No (attach explanation)
- What type of expenditure is this? ☐ Operating ☐ Capital ☐ Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. ☐ Yes ☐ No
- Applicable job description(s) may require revision. ☐ Yes ☐ No
- Item may impact a bargaining unit agreement or county work policy. ☐ Yes ☐ No
- Item may change the department's authorized staffing level. ☐ Yes ☐ No



**Supporting Attachment(s)**

- ☐ Memorandum Summary of Item
- ☐ Copy of applicable county policy and/or ordinance (excerpts acceptable)
- ☐ Copy of applicable state/federal statute/regulation (excerpts acceptable)
- ☐ Copy of applicable contract and/or agreement
- ☐ Original bid spec or quote request (excluding complex construction projects)
- ☐ Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- ☐ Bid/quote comparison worksheet
- ☒ Draft County Board resolution
- ☐ Plat approval check-list and supporting documents
- ☐ Copy of previous minutes related to this issue
- ☒ Other supporting document(s) (please list) easement agreement document

**Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 12:00 pm to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)**



WHEREAS, The Aitkin County Highway Department has requested to purchase a permanent easement on tax forfeited land for highway right of way purposes, described as follows:

Parcel Nos. 2, 3, 4 of Aitkin County Right of Way Plat No. 18 (parts of SW-NE - ~~Southwest~~ Quarter of the Northeast Quarter; NW-NE - Northwest Quarter of the Northeast Quarter; and NE-NE - Northeast Quarter of the Northeast Quarter; all in Section Two (2) Township Forty-eight (48) Range Twenty-six (26))

NOW THEREFORE, BE IT RESOLVED, that per that request, the easement on this tax forfeited land to the Aitkin County Highway Department for the easement price of \$2,850.00 is ~~hereby~~ approved.





## AITKIN COUNTY HIGHWAY DEPARTMENT

1211 Air Park Drive  
Aitkin, MN 56431

Phone: 218/927-3741 • FAX: 218/927-2356

### Agreement for Highway Easement & Temporary Slope Easement Purchase

Date of Offer: July 24, 2013

Aitkin County  
Project Number: S.P. 001-610-022

Property Owner: Aitkin County Land Department – Tax Forfeited Land  
Attn: Mark Jacobs, Land Commissioner  
Mailing Address: 209 2<sup>nd</sup> Street NW, Room #206  
Aitkin, MN 56431

Property Description: Parts of SW  $\frac{1}{4}$  of NE  $\frac{1}{4}$ ; NW  $\frac{1}{4}$  of NE  $\frac{1}{4}$ ; and, NE  $\frac{1}{4}$  of NE  $\frac{1}{4}$ , Sec. 2, T48N - R26W

Parcel to be  
Acquired: Parcel Nos. 2, 3 & 4 of Aitkin County Right of Way Plat No. 18

The Property Owner hereby agrees to convey to Aitkin County, the easements described in the above referenced parcel(s) for a sum of **\$2,805.00** for the Highway Easement and **\$45.00** for the Temporary Slope Easement.

**\$0.00** of the above amount is considered to be damages to the property resulting from this highway & slope easement acquisition.

The Property Owner is responsible for the salvage of all personal property such as fences, gates, etc. from the conveyed parcel(s) prior to construction of the project. Personal property not salvaged by the Property Owner shall be removed and obliterated by construction operations.

During the period of time from execution of this agreement to first advertisement for bid of the project, the Property Owner may salvage trees from the conveyed parcel(s), assuming the risk that the project may be temporarily delayed or permanently canceled.

During the period of time from first advertisement for bid of the project to contract award of the project, the Property Owner may not salvage trees from the conveyed parcel(s).

After contract award of the project, the Property Owner must obtain permission from the Contractor awarded the construction contract for salvage of trees from the conveyed parcel(s).

With regard to the previous three statements regarding salvage of trees, it is the responsibility of the Property Owner to contact Aitkin County for the date of the first advertisement for bid of the project and contract award date of the project.





John Welle, P.E.  
Aitkin County Highway Engineer

7-24-13

Date

Property Owner

Date

Property Owner

Date



Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners      Date: August 5, 2013

Via: Patrick Wussow, County Administrator

From: Sally M. Huhta, Deputy Auditor

Title of Item:

On, Off & Sunday Liquor License – Pine Inn

Requested Meeting Date: August 13, 2013 Estimated Presentation Time: n/a

Presenter: \_\_\_\_\_

**Type of Action Requested** (check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> For info only, no action requested  | <input type="checkbox"/> Approve under Consent Agenda  |
| <input type="checkbox"/> For discussion with possible action   | <input type="checkbox"/> Adopt Ordinance Revision  |
| <input type="checkbox"/> Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison) |  |
| <input type="checkbox"/> Approve/adopt proposal by motion  | <input checked="" type="checkbox"/> Approve/adopt proposal by resolution (attach draft resolution) |
| <input type="checkbox"/> Authorize filling vacant staff position   |  |
| <input type="checkbox"/> Request to schedule public hearing or sale  | <input type="checkbox"/> Other (please list) _____   |
| <input type="checkbox"/> Request by member of the public to be heard   |  |
| <input type="checkbox"/> Item should be addressed in closed session under MN Statute _____   |  |

**Fiscal Impact** (check all that apply)

Is this item in the current approved budget? Yes \_\_\_\_\_ No \_\_\_\_\_ (attach explanation)

What type of expenditure is this? ☐ Operating ☐ Capital ☐ Other (attach explanation)

Revenue line account # that funds this item is: \_\_\_\_\_

Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

Duties of a department employee(s) may be materially affected. ☐ Yes ☐ No

Applicable job description(s) may require revision. ☐ Yes ☐ No

Item may impact a bargaining unit agreement or county work policy. ☐ Yes ☐ No

Item may change the department's authorized staffing level. ☐ Yes ☐ No



**Supporting Attachment(s)**

- ☐ Memorandum Summary of Item
- ☐ Copy of applicable county policy and/or ordinance (excerpts acceptable)
- ☐ Copy of applicable state/federal statute/regulation (excerpts acceptable)
- ☐ Copy of applicable contract and/or agreement
- ☐ Original bid spec or quote request (excluding complex construction projects)
- ☐ Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- ☐ Bid/quote comparison worksheet
- ☐ Draft County Board resolution
- ☐ Plat approval check-list and supporting documents
- ☐ Copy of previous minutes related to this issue
- ☒ Other supporting document(s) (please list) Proposed Resolution

**Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.**



**PROPOSED RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA**

ADOPTED: August 13, 2013

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**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period ending December 31, 2013:

**"ON", "OFF" and "SUNDAY" Sale:**

D & G Marklund Inc., d/b/a **PINE INN** – Malmo Township

This establishment has an address of 27805 State Highway 47, Aitkin, MN 56431

**"OFF" Sale:**

**"ON" and "SUNDAY" Sale:**



Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners

Date: 08/07/13

Via:

From: Sheriff Scott Turner

Title of Item: Travel Request concerning EMPG Grant Requirements

Requested Meeting Date: 08/13/13 Est. Presentation Time: \_\_\_\_\_

Presenter: Sheriff Scott Turner

**Type of Action Requested** (check all that apply)

- ☐ For info only, no action requested ☐ Approve under Routine Business  
☐ For discussion only with possible future action ☐ Adopt Ordinance Revision  
☐ Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)  
☐ Approve/adopt proposal by motion ☐ Approve/adopt proposal by resolution (attach draft resolution)  
☐ Authorize filling vacant staff position  
  
☐ Request to schedule public hearing or sale ☒ Other (please list) **CONSENT AGENDA**  
☐ Request by member of the public to be heard  
☐ Item should be addressed in closed session under MN Statute \_\_\_\_\_

**Fiscal Impact** (check all that apply)

Is this item in the current approved budget? ☐ Yes ☐ No (attach explanation)

What type of expenditure is this? \_\_\_\_\_ Other (attach explanation)

Revenue line account # that funds this item is: \_\_\_\_\_

Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

Duties of a department employee(s) may be materially affected. ☐ Yes ☐ No

Applicable job description(s) may require revision. ☐ Yes ☐ No

Item may impact a bargaining unit agreement or county work policy. ☐ Yes ☐ No

Item may change the department's authorized staffing level. ☐ Yes ☐ No



**Supporting Attachment(s)**

- ☒ Memorandum Summary of Item  
☐ Copy of applicable county policy and/or ordinance (excerpts acceptable)  
☐ Copy of applicable state/federal statute/regulation (excerpts acceptable)  
☐ Copy of applicable contract and/or agreement  
☐ Original bid spec or quote request (excluding complex construction projects)  
☐ Bids/quotes received (excluding complex construction projects, provide comparison worksheet)  
☐ Bid/quote comparison worksheet  
☐ Draft County Board resolution  
☐ Plat approval check-list and supporting documents  
☐ Copy of previous minutes related to this issue  
☐ Other supporting document(s) (please list)

**Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 8:00am to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)**



**SCOTT A. TURNER**  
**SHERIFF OF AITKIN COUNTY**

217 Second Street NW, Room 185  
Aitkin, MN 56431

218-927-7435 Emergency 911  
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887  
TOLL FREE 1-888-900-2138

**MEMO**

TO: Board of Commissioners

DATE: August 7, 2013

FROM: Sheriff Scott Turner

RE: Out-of-State Travel – Superior, WI

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A two-day regional exercise will be conducted in Superior, Wisconsin on August 28-29, 2013. This exercise will help meet some of the annual requirements of the Emergency Management Performance Grant (EMPG) from which a portion of the emergency management program is funded.

I am looking for approval to send a representative to this exercise for the experience and credit towards the EMPG. It will like involve a stay overnight in Superior, Wisconsin, which is less expensive than staying overnight in Duluth.



Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet

<b>3 L</b> Agenda Item #
-----------------------------

To: Chairperson, Aitkin County Board of Commissioners      Date: August 7, 2013

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Asphalt Recycling Center Entrance

Requested Meeting Date: August 13, 2013      Estimated Presentation Time: 10 min

Presenter: Terry Neff, Environmental Services Director

**Type of Action Requested** (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> For info only, no action requested  | <input checked="" type="checkbox"/> Approve under Consent Agenda                        |
| <input type="checkbox"/> For discussion only with possible future action   | <input type="checkbox"/> Adopt Ordinance Revision                                       |
| <input type="checkbox"/> Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison) |   |
| <input type="checkbox"/> Approve/adopt proposal by motion  | <input type="checkbox"/> Approve/adopt proposal by resolution (attach draft resolution) |
| <input type="checkbox"/> Authorize filling vacant staff position   |   |
| <input type="checkbox"/> Request to schedule public hearing or sale  | <input type="checkbox"/> Other (please list) _____                                      |
| <input type="checkbox"/> Request by member of the public to be heard   |   |
| <input type="checkbox"/> Item should be addressed in closed session under MN Statute _____   |   |

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget? Yes ☐ No ☒ (attach explanation)
- What type of expenditure is this? ☐ Operating ☒ Capital ☐ Other (attach explanation)
- Revenue line account # that funds this item is: Reserves
- Expenditure line account # for this item is: 391-6231

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. ☐ Yes ☐ No
- Applicable job description(s) may require revision. ☐ Yes ☐ No
- Item may impact a bargaining unit agreement or county work policy. ☐ Yes ☐ No
- Item may change the department's authorized staffing level. ☐ Yes ☐ No

_____ HR Review
--------------------

**Supporting Attachment(s)**

- ☒ Memorandum Summary of Item
- ☐ Copy of applicable county policy and/or ordinance (excerpts acceptable)
- ☐ Copy of applicable state/federal statute/regulation (excerpts acceptable)
- ☐ Copy of applicable contract and/or agreement
- ☒ Original bid spec or quote request (excluding complex construction projects)
- ☐ Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- ☐ Bid/quote comparison worksheet
- ☐ Draft County Board resolution
- ☐ Plat approval check-list and supporting documents
- ☐ Copy of previous minutes related to this issue
- ☐ Other supporting document(s) (please list) \_\_\_\_\_

**Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.**



**Aitkin County Environmental Services Planning and Zoning**  
**209 Second Street NW**  
**Room 100**  
**Aitkin, MN 56431**  
Phone: 218-927-7342  
Fax: 218-927-4372



**MEMORANDUM**

**DATE:** August 7, 2013  
**TO:** Aitkin County Board of Commissioners  
**FROM:** Terry Neff, Environmental Services Director  
**RE:** Asphalt Recycling Center Entrance

A handwritten signature in black ink, appearing to be 'Terry Neff', written over the 'FROM' line of the memorandum.

Attached is an e-mail from Assistant County Engineer, Mike Quale with an estimated cost to asphalt the Aitkin County Recycling Center entrance. Also attached is the site diagram and quote from Tri-City Paving to do the requested work. Please note, County Road 83 will be under reconstruction at the same time which provides savings in performing the requested work.

The facility currently has gravel, which forms pot holes and is not user friendly to the citizens and businesses that use the facility for recycling. The Aitkin County Highway Department re-grades the area numerous times throughout the year. The proposed asphalt will provide a smooth driving surface and eliminate the need for routine maintenance.

If needed the costs could come from the Solid Waste Reserves which has a balance of approximately \$660,000.00. However, due to the lower than anticipated cost of recycling services, the Solid Waste Department may have enough at the end of the year to cover some, if not all of the cost.

At the August 13, 2013, Aitkin County Board of Commissioners meeting, I will be asking for approval to pave the recycling facility entrance per the attached diagram and quote of \$15,898.20 (plus Class 5 if needed).

If you have any questions prior to the meeting, please contact me at 218-927-7342 or by e-mail at [tneff@co.aitkin.mn.us](mailto:tneff@co.aitkin.mn.us).

attachments

c:\ctybrd\ctybrd2013



## Terry Neff

---

**From:** Mike Quale [mike.quale@co.aitkin.mn.us]  
**Sent:** Wednesday, August 07, 2013 8:59 AM  
**To:** 'Terry Neff'  
**Subject:** RE: Recycling Center

Sure I can figure that out. Take the quantities from the lower part of the email where I detailed the work that we wanted the contractor to perform and multiply them by the quoted unit price:

7,454 SF of Subgrade Prep @ \$0.80 / SF = \$5,963.20  
139 Ton of Bit. Mixture @ \$70.00 / Ton = \$9,730.00  
41 Gallons of Tack @ \$5.00 / Gallon = \$205.00  
Any additional CL-5 @ \$28.00 / CY – hopefully no additional necessary

Total = \$15,898.20 (plus CL-5 if necessary)

Mike Quale

---

**From:** Terry Neff [mailto:tneff@co.aitkin.mn.us]  
**Sent:** Wednesday, August 07, 2013 8:18 AM  
**To:** 'Mike Quale'  
**Subject:** RE: Recycling Center

Mike,

The diagram looks good but the quote doesn't tell me how much the project will cost. Can you figure that out?  
Thanks!

Terry Neff  
Environmental Services Director  
209 2nd St NW Rm 100  
Aitkin, MN 56431  
218.927.7342

---

**From:** Mike Quale [mailto:mike.quale@co.aitkin.mn.us]  
**Sent:** Tuesday, August 06, 2013 3:11 PM  
**To:** Terry Neff  
**Subject:** Recycling Center

Terry, attached is the drawing we put together for the paving at the recycling center and the quote from Tri-City. Below is the description of the work that I asked them to perform and the quantities that they were told to quote. John wanted me to run this quote past you to see if you have the money to do it. If you don't have the money, we will either have to ditch the plans or maybe come up with a way to make it cheaper. As you can see, it was our plan to have the contractor strip about 2 inches of the existing gravel off the new pavement area and then use that material to pull up next to the new pavement lip. The plan would be for the new pavement to be about an inch higher than the existing ground. This should allow us to shape the salvaged gravel to maintain the drainage as it is now. We might be able to save a little money on the subgrade preparation if we just pave on the existing surface, but then the pavement would be 3 inches higher than the adjacent gravel and we would have to haul in new gravel to blend in which will cost money as well. Let me know what you think.



We planned basically a 30' mat in front of the bins. We left about 8' from the grass to where the mat starts so the bins sit on gravel. Maybe you don't need 30' but we thought that would allow room for 3 wide to be on the pavement.

Please let me know what you think. Thanks.

Here is the description of the work that I sent to our contractor, Tri-City Paving:

Dan, we would like to get a price quote from you for some proposed extra work at the Aitkin County Recycling Center on CR 83. As you can see on the attached drawing, the area that would be affected is approximately 7,454 SF. The area may be slightly changed in the field, but this should be pretty close. The approaches are already planned to be paved on our CR 83 project.

The extra work would be to perform subgrade prep over the approximate 7,454 SF area cutting about 2" of existing aggregate surfacing out, placing approximately 139 ton of Type SP 12.5 Wearing Course Mixture (2,C) 3" thick, spraying approximately 41 gallons of tack if the 3" is placed in multiple lifts, shaping the excavated aggregate material in the area adjacent to the new pavement to maintain the existing site drainage, and providing and shaping any additional CL-5 material necessary to provide adequate drainage.

Please provide a price for:

1. Subgrade Preparation by the SF of excavated area. The final shaping of the excavated material after paving will be incidental to this item.
2. Type SP 12.5 Wearing Course Mixture (2,C) by the ton.
3. Bituminous Material for Tack Coat by the gallon.
4. Aggregate Base (LV) CL-5 by the CY.

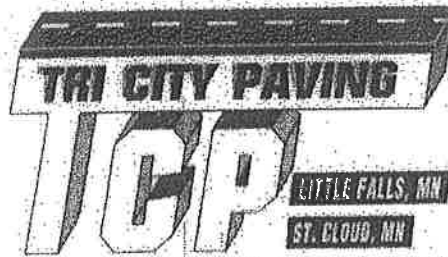
We will need to get approval of the price quote prior to authorizing the work so please provide the quote as quickly as you can.

Michael J. Quale, P.E.  
Assistant County Engineer  
Aitkin County, Minnesota  
218-927-7464 Office  
218-927-2356 Fax

\*\*\*\*\*  
\*\*\*\*\*  
This transmission (the e-mail and all attachments) is confidential and intended solely for the use of the addressee(s). If you have received this transmission in error, please notify the sender by reply and delete this transmission immediately. Any unauthorized distribution, or copying of this transmission, or misuse or wrongful disclosure of information contained in it, is strictly prohibited. The information contained in this document is provided on an as-is basis and does not constitute a binding legal contract or receipt for services.



- Hot Mix
- Seal Coating
- Roadways
- Driveways
- Dust Control
- Sand & Gravel



BOX 326 • LITTLE FALLS, MINNESOTA 56345  
 (320) 632-5435 or (320) 251-1818  
 LITTLE FALLS ST. CLOUD

REDI-MIX  
 CONCRETE

August 5, 2013

Aitkin County Highway Department  
 Attn: Mike Quale  
 1211 Airpark Drive  
 Aitkin, MN 56431

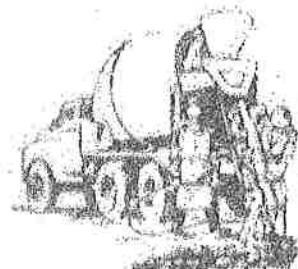
RE: CP 01-83-01 PROPOSED EXTRA WORK

Tri-City Paving is please to quote the following items:

1. Subgrade preparation by the SF of excavated area @ \$0.80/SF
2. Type SP 12.5 Wearing Course Mixture (2,C) by the ton @ \$70.00/ton
3. Bituminous Material for Tack Coat by the galloan @ \$5.00/gal
4. Aggregate Base (LV) CL-5 by the CY @ \$28.00/CY

Sincerely,

Daniel Surma

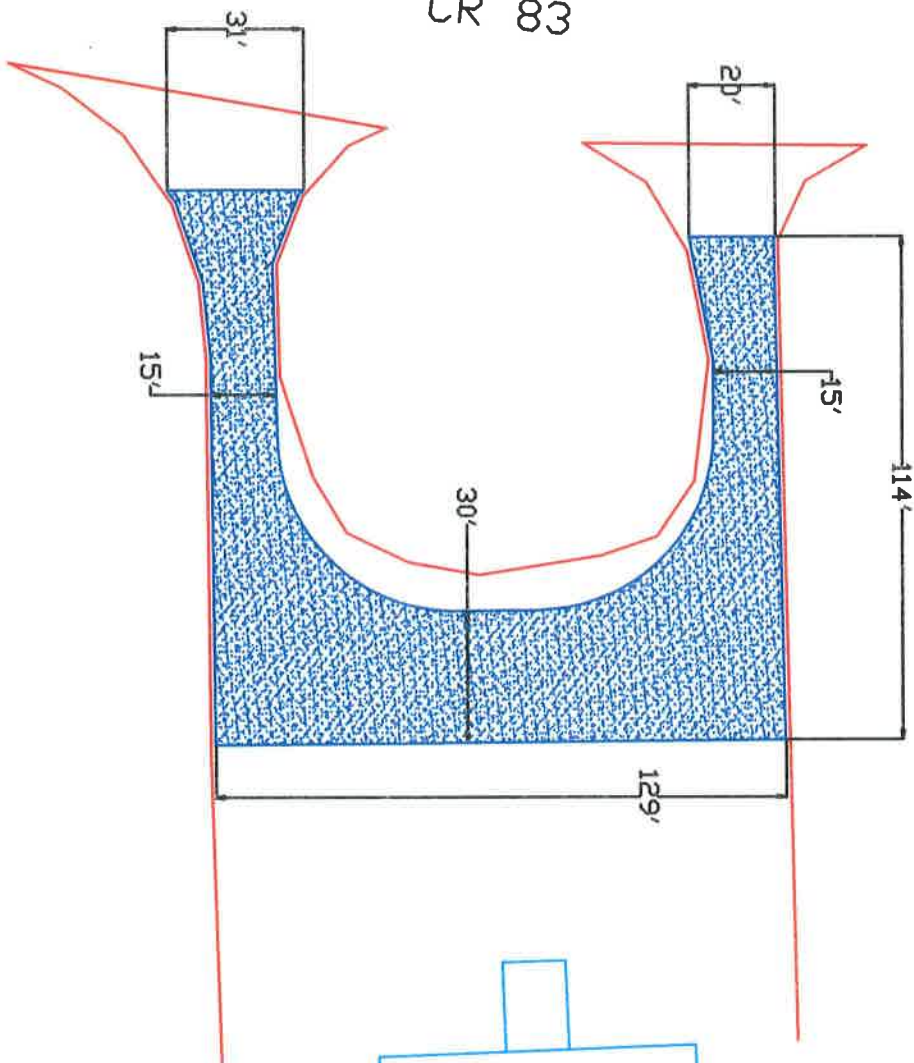




AREA=7454 SQ. FT.



CR 83



RECYCLING CENTER



Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners      Date: 7/23/13  
Via: Patrick Wussow, County Administrator  
From: Lori Grams County Treasurer

Title of Item:

2<sup>nd</sup> Quarter Investment Report

Requested Meeting Date: 8/13/13      Estimated Presentation Time: 10 minutes

Presenter: Lori Grams

**Type of Action Requested** (check all that apply)

- ☒ For info only, no action requested      ☐ Approve under Consent Agenda  
☐ For discussion only with possible future action      ☐ Adopt Ordinance Revision  
☐ Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)  
☐ Approve/adopt proposal by motion      ☐ Approve/adopt proposal by resolution (attach draft resolution)  
☐ Authorize filling vacant staff position  
☐ Request to schedule public hearing or sale      ☐ Other (please list) \_\_\_\_\_  
☐ Request by member of the public to be heard  
☐ Item should be addressed in closed session under MN Statute \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget? ☐ Yes ☐ No (attach explanation)  
What type of expenditure is this? ☐ Operating ☐ Capital ☐ Other (attach explanation)  
Revenue line account # that funds this item is: \_\_\_\_\_  
Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. ☐ Yes ☐ No  
Applicable job description(s) may require revision. ☐ Yes ☐ No  
Item may impact a bargaining unit agreement or county work policy. ☐ Yes ☐ No  
Item may change the department's authorized staffing level. ☐ Yes ☐ No



**Supporting Attachment(s)**

- ☐ Memorandum Summary of Item  
☐ Copy of applicable county policy and/or ordinance (excerpts acceptable)  
☐ Copy of applicable state/federal statute/regulation (excerpts acceptable)  
☐ Copy of applicable contract and/or agreement  
☐ Original bid spec or quote request (excluding complex construction projects)  
☐ Bids/quotes received (excluding complex construction projects, provide comparison worksheet)  
☐ Bid/quote comparison worksheet  
☐ Draft County Board resolution  
☐ Plat approval check-list and supporting documents  
☐ Copy of previous minutes related to this issue





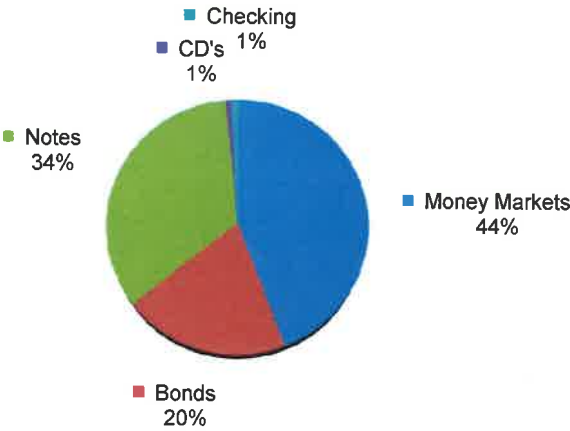


JUNE 2013

INVESTMENT PORTFOLIO DIVERSIFICATION

PORTFOLIO

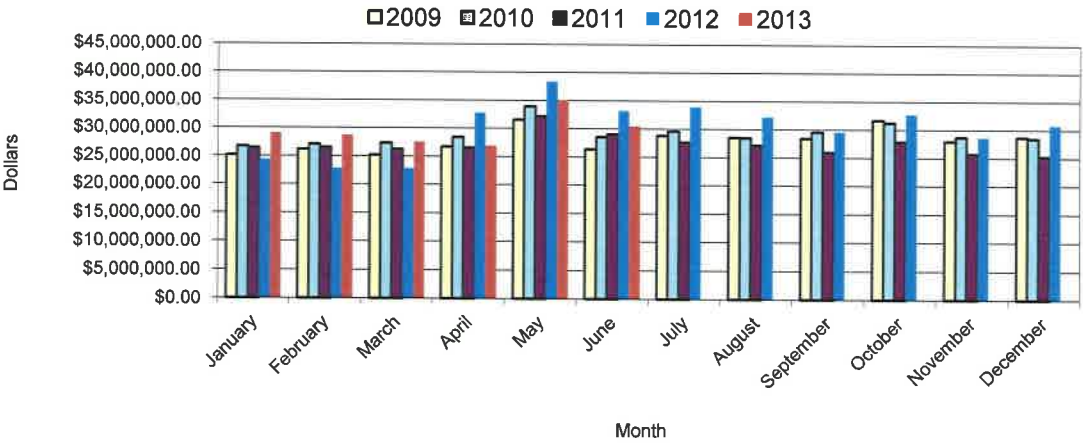
Money Markets	\$13,491,472.41
Bonds	\$6,051,765.43
Notes	\$10,495,876.39
CD's	\$225,000.00
Checking	\$270,374.03
Total	\$30,534,488.26



PORTFOLIO BALANCE

	2009	2010	2011	2012	2013
January	\$25,194,388.78	\$26,731,514.66	\$26,414,041.13	\$24,367,549.40	\$29,088,294.41
February	\$26,188,647.90	\$27,106,213.10	\$26,547,115.00	\$22,873,046.63	\$28,763,352.90
March	\$25,239,433.34	\$27,319,533.28	\$26,288,864.37	\$22,854,934.11	\$27,609,036.85
April	\$26,722,004.25	\$28,410,235.28	\$26,536,253.86	\$32,720,309.44	\$26,982,507.80
May	\$31,535,384.44	\$33,936,657.66	\$32,170,929.96	\$38,314,598.16	\$35,123,488.24
June	\$26,371,848.84	\$28,513,599.15	\$29,058,120.68	\$33,155,604.57	\$30,534,488.26
July	\$28,819,409.17	\$29,590,832.38	\$27,638,077.10	\$33,946,246.47	
August	\$28,541,750.41	\$28,461,956.29	\$27,200,515.06	\$32,141,928.59	
September	\$28,411,312.58	\$29,575,813.54	\$25,975,141.17	\$29,568,924.83	
October	\$31,669,517.19	\$31,220,715.67	\$27,828,872.25	\$32,703,656.18	
November	\$27,959,080.25	\$28,694,285.12	\$25,775,604.86	\$28,619,875.28	
December	\$28,709,618.19	\$28,479,935.82	\$25,325,566.17	\$30,798,195.43	
Average Balance	\$27,946,866.28	\$29,003,441.00	\$27,229,925.13	\$30,172,072.42	\$29,683,528.08

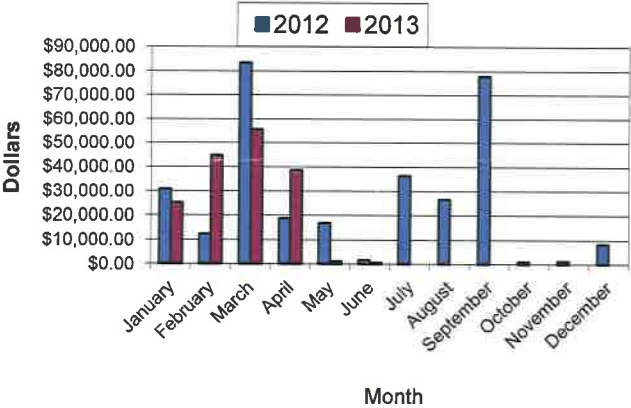
PORTFOLIO BALANCE



INTEREST EARNED

	2012	2013
January	\$30,742.41	\$25,110.50
February	\$12,328.44	\$44,781.58
March	\$83,440.09	\$55,604.94
April	\$18,700.83	\$38,627.26
May	\$16,880.42	\$1,076.56
June	\$1,647.07	\$608.37
July	\$36,317.81	
August	\$26,478.67	
September	\$77,830.49	
October	\$1,028.51	
November	\$1,255.95	
December	\$8,242.37	
Total	\$314,893.06	\$165,809.21

INTEREST EARNED



Interest Earned

2011	\$322,490.59
2010	\$530,362.75
2009	\$633,133.99



Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners      Date: 7/31/13  
Via: Patrick Wussow, County Administrator  
From: Ross Wagner, Economic Development & Forest Industry Coordinator  
Title of Item: ATV Corridor Access Permit Request  
Requested Meeting Date: 8/13/13   Estimated Presentation Time: 5 Minutes  
Presenter: Ross Wagner

**Type of Action Requested** (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> For info only, no action requested  | <input type="checkbox"/> Approve under Routine Business                                 |
| <input type="checkbox"/> For discussion only with possible future action   | <input type="checkbox"/> Adopt Ordinance Revision                                       |
| <input type="checkbox"/> Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison) |   |
| <input checked="" type="checkbox"/> Approve/adopt proposal by motion   | <input type="checkbox"/> Approve/adopt proposal by resolution (attach draft resolution) |
| <input type="checkbox"/> Authorize filling vacant staff position   | <input type="checkbox"/> Approve under Consent Agenda                                   |
| <input type="checkbox"/> Request to schedule public hearing or sale  | <input type="checkbox"/> Other (please list) _____                                      |
| <input type="checkbox"/> Request by member of the public to be heard   |   |
| <input type="checkbox"/> Item should be addressed in closed session under MN Statute _____   |   |

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget? ☐ Yes ☐ No (attach explanation)
- What type of expenditure is this? ☐ Operating ☐ Capital ☐ Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. ☐ Yes ☒ No
- Applicable job description(s) may require revision. ☐ Yes ☒ No
- Item may impact a bargaining unit agreement or county work policy. ☐ Yes ☒ No
- Item may change the department's authorized staffing level. ☐ Yes ☒ No



**Supporting Attachment(s)**

- ☐ Memorandum Summary of Item
- ☐ Copy of applicable county policy and/or ordinance (excerpts acceptable)
- ☐ Copy of applicable state/federal statute/regulation (excerpts acceptable)
- ☐ Copy of applicable contract and/or agreement
- ☐ Original bid spec or quote request (excluding complex construction projects)
- ☐ Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- ☐ Bid/quote comparison worksheet
- ☐ Draft County Board resolution
- ☐ Plat approval check-list and supporting documents
- ☐ Copy of previous minutes related to this issue
- ☐ Other supporting document(s) (please list )

**Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 12:00 pm to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)**



Aitkin County Economic Development & Forest Industry Coordinator  
**Aitkin County Courthouse**  
**Ross Wagner**  
217 Second Street N.W.  
Aitkin, MN 56431  
Phone: 218/927-7305  
Fax: 218/927-7374

**TO:** Aitkin County Board of Commissioners

**FROM:** Ross Wagner, Economic Development & Forest Industry Coordinator

**DATE:** July 31, 2013

**SUBJECT:** ATV Corridor Access Permit – MacVille Township

Aitkin County has received a Corridor Access Permit from MacVille Township. The purpose of the permit is to extend the Northwood's ATV Trail along County Road 7 to the Corner Club. This approval would allow ATV's to use that portion of County Road 7 as a regular part of the Northwood's ATV Trail.

Aitkin County Sheriff and County Engineer approval is based on a 20 MPH speed limit and the permit be reviewed after the ATV season for safety and road maintenance concerns.



**AITKIN COUNTY**  
**ATV CORRIDOR ACCESS TRAIL APPLICATION REQUEST**

**Instructions;** Cities and Townships must use this form to request use of County Roads in their jurisdictions for ATV use to and from the Northwoods ATV Trail. Forms and Policy are available at the Aitkin County Land Department and must be submitted to the Aitkin County Administrators Office when completed. The request will then go to the County Sheriff and Engineer for review and then to the County Board for final action.

**Requesting Agency - Permittee**

City or Township Name;

MACVILLE

**Permitter:**

Aitkin County  
217 2<sup>nd</sup> Street NW  
Aitkin, MN 56431

ROADWAY DESCRIPTION OR ATTACHED MAP, include proposed signage:

Co. Rd # 7 From Hwy 169 - West .08 mile to  
connect to 4th TRAIL

WHEREAS, Minn. Statutes 84.92-84.928 generally regulates the use of all terrain vehicles within the right of way for trunk highways, county state aid highways, and county roads, and

WHEREAS, Minnesota Statutes 84.928 subd. 1a(h) authorizes counties to establish a permit process to designate corridor access trails on public road right-of-ways for purpose of accessing established all-terrain vehicle trails, and

By signing this Application, the permittee agrees to the following terms and conditions:

1. This permit shall be subject to the terms and conditions of the Aitkin County Policy All Terrain Vehicle Corridor Access Trail Permit.
2. **Permittee** affirms that the section of requested County Road in this application is approved on motion by the City Council/Town Board and he/she is authorized to make said application.
3. **Permittee** shall be responsible for adequate signage that will clearly indicate what portions of County Roads are permitted under this policy.

**PERMITTEE**

On behalf of the TOWNSHIP, I hereby agree to comply with the terms, conditions and regulations therein.

By Kenneth Torsse  
Authorized Representative

I have reviewed this application and recommend approval by the Aitkin County Board subject to the following, if any conditions:

[Signature]  
Aitkin County Sheriff

7-26-13  
Date

[Signature]  
Aitkin County Engineer

7-30-13  
Date

Other terms and conditions: Subject to 20 mph Speed Limit,  
reviewed after ATV Season = safety + maintenance

**Approval or Denial:**

After consideration by the Aitkin County Board, and subject to above additional terms, if any, the above application is \_\_\_\_\_ (approved or denied).

By \_\_\_\_\_ Date \_\_\_\_\_  
County Administrator



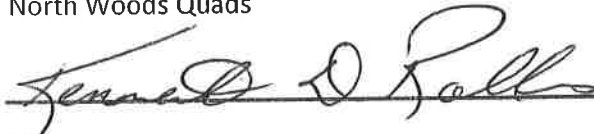
June 11, 2013

To: MacVille Township

From: North Woods Quads, PO Box 232, Hill City, MN 55748

North Woods Quads will maintain and sign the GIA ATV Trail located on County Road 7 from the trail entrance to the Corner Club (.8 mile). MacVille Township will not be required to purchase<sup>signs</sup> or maintain this portion of the trail. This has been discussed with Mark Jacobs from the Aitkin County Land Department.

North Woods Quads

A handwritten signature in cursive script, appearing to read "Ken Rollins", written over a horizontal line.

Ken Rollins, President

MacVille Township

A handwritten signature in cursive script, appearing to read "Kenneth Janssen", written over a horizontal line.









*Aitkin County Land Department  
209 2nd St. NW Room 206  
Aitkin, MN 56431  
218-927-7364  
e-mail: [acld@co.aitkin.mn.us](mailto:acld@co.aitkin.mn.us)  
web: [www.co.aitkin.mn.us](http://www.co.aitkin.mn.us)*

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## **Forest Advisory Committee Minutes**

**June 18, 2013**

**6:30 PM Long Lake Conservation Center, Aitkin, MN**

FAC members Attending: James Bixby, Walt Ford (USFWS), Russ Hoppe, Kevin Insley, John LaHoud, Bob Lake, Brian Napstad (Co. Comm.) Bill Neary, William Schmidt, Dale Shipp, Jeff Workman, and Galen Tveit.

Non-Voting Attending: John Erb (DNR), Rich Courtemanche (ACLD), Tammy Ford, Erin Ford, David, Kroeger, Bill Reed, and David Vrnaish

New Business:

**1. Pine Martins and Fischers – Tim O’Hara – Minnesota Forest Industries.**

Mr. O’Hara presented a status report of MN forest products from the perspective of the status of the Minnesota’s Forest Industries. A discussion between the FAC members followed.

Old Business:

2. Approved February 19, 2012 Minutes
3. Rich Courtemanche provided a report of the Ash Workshop that was held in Malmo on March 5, 2013. The Ash Workshop was a second presentation to accommodate the MN DNR folks who missed it in 2012.
4. Rich Courtemanche provided a report of the Forest Advisory Council (FSC) recertification audit that occurred March 7-8, 2013. This was the third certification audit.
5. Rich Courtemanche provided a report of the Forest Advisory Council (FSC) draft International Generic Indicators (IGIs).
6. Mark Jacobs presented some general ideas of where the reclassification efforts were headed.
7. Adjourn

Minutes submitted by Rich Courtemanche.